

ADAMS COUNTY BOARD OF SUPERVISORS MEETING  
Adams County Board Room, May 18, 2010 6:00 p.m.

**Twice Amended Agenda**

1. Call to Order by the County Clerk
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve the Agenda
7. Approval of April 20<sup>th</sup>, and April 30<sup>th</sup>, 2010 minutes
8. Public Participation (if requested by the County Board Chair)
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint (6) Supervisors to approve claims: West, Griffin, Gatterman, Stuchlak, England, and Miller to review during recess
10. **Claims:** None
11. **Correspondence:** A letter received April 19<sup>th</sup>, 2010 from Jon Roseberry with questions to the County Board Supervisors concerning the proposal to have Columbia County over see a Medical Examiner's Department in Adams County.
12. **Appointments:** Appoint Jack Allen to the Marsh Country Health Alliance Commission.
13. **Unfinished Business:**  
**Resolution #25:** To authorize MSA Professional Services, Inc. Assessor's Plat to define property boundaries for lots 1-5 and 16-18 in Town of New Haven Assessor's Plat #1 with the intent Adams County will pay for all costs associated with the new Assessor's Plat.
14. **Reports and Presentations:**
  - a. Administrative Coordinator/Director of Finance
  - b. Miscellaneous
    - UWEX presentation
    - Update RID- Daric Smith
    - Proclamation of Older Americans Month
    - Child Support Report

15. Review Committee Minutes

Ad Hoc Rules 3/24  
**Admin & Fin 4/8**

Airport 4/12  
Board of Adj 4/21  
CWCAC 2/24  
CDBG 4/21  
County Board 4/20, 4/30

Executive 4/12  
Highway 3/10  
Humane Soc 4/8  
Land Info 3/25  
Library 4/26  
LMMD 3/1  
Parks 5/5

Plan & Dev 4/12, 4/20, 5/5  
Property 4/13  
Pub Safety & Jud 3/10  
Pub Wks 4/14, 15, 16, 4/20  
Res & Rec 3/9, 4/6, 4/9, 5/4  
SCLS 5/10  
Surveyor 5/4

16. **Resolutions:**

**Res. #28:** To provide clarification to Chapter 4: Salaries and Wages; Sections 1.03 and 5.01 (d) of the Personnel & General Administrative Policies of Adams county adopted on 4/30/10.

**Res. #29:** **To establish the annual compensation for the positions of Clerk of Circuit Court and Sheriff.**

17. **Ordinances:**

**Ord. #04:** To rezone a portion of a parcel of property owners Gene & Susan Hutchings, in the Town of Jackson, property (1.23 acres) located in the SE ¼, SW ¼, Section 16, Township 15 North, Range 7 East from an A-1 Exclusive Agricultural District to an R-1 Single Family Residential District.

17. **Denials:**

18. **Petitions:** None

19. Approve Claims

20. Per Diem and Mileage for this Meeting read by the County Clerk

21. Motion for County Clerk to correct errors

22. Set next meeting date.

23. Closed Session

24. Adjournment

**OLDER AMERICANS MONTH  
MAY  
A PROCLAMATION**

**Whereas,** Adams County is a community that include citizens aged 60 and older;  
and

**Whereas,** the older adults in Adams County are among of our most “treasured resources,” united by historical experiences, strengthened by diversity, and interpreting events through varied perspectives and backgrounds to bring wisdom and insight to our community; and

**Whereas,** increasing numbers of adults are reaching retirement age and remaining strong and active for longer than ever before; and

**Whereas,** the older adults in Adams County deserve recognitions for the contributions they have made and will continue to make to the culture, economy, and character of our community and our nation; and

**Whereas,** our community can provide that recognition and respect by improving the quality of life for older Americans by:

Increasing their opportunities to remain active and engaged in community life;

Providing individualized services and support systems to maintain the dignity, independence, and self-determination of older Americans as they age;

Combating ageist attitudes by honoring their past, present, and future contributions;

**Now therefore,** we the County Board Supervisors of Adams County do hereby proclaim May 2010 to be Older Americans Month. We urge every citizen to take time this month to honor our older adults and the professionals, family members, and volunteers who care for many of them. Our recognition and involvement of older Americans can enrich our entire community’s quality of life.

Dated this \_\_\_\_\_ day of April, 2010

By \_\_\_\_\_

**RESOLUTION FOR ADAMS COUNTY SURVEYOR TO DEFINE PROPERTY BOUNDARIES FOR LOTS 1-5 AND 16-18 IN NEW HAVEN ASSESSOR'S PLAT #1**

**INTRODUCED BY:** Planning & Development Committee

**INTENT & SYNOPSIS:** To authorize <sup>MSA Professional Services, Inc.</sup> the Adams County Surveyor to complete a new Assessor's Plat to define property boundaries for lots 1-5 and 16-18 in Town of New Haven Assessor's Plat #1 with the intent Adams County will pay for all costs associated with the new Assessor's Plat.

**FISCAL NOTE:** Estimated total cost is \$8,000. Adams County Land and Water Conservation Department shall pay for costs from account number 100 E 44 56185 316 000 Land & Water Conservation DATCP SWRMP Contracted Services.

**WHEREAS:** Adams County streams are an important resource used by the public for recreation and enjoyment of natural beauty; and

**WHEREAS:** The Adams County Land & Water Conservation Department has coordinated efforts to remove a dam for the purpose of restoring Big Spring Creek to a trout stream therefore created a new path for the stream; and

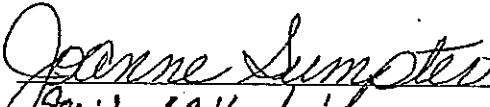
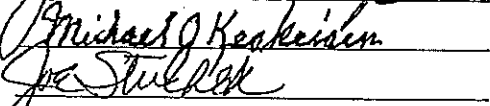
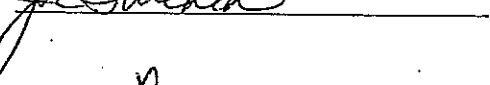
**WHEREAS:** Lots 1-5 and 16-18 in the Town of New Haven Assessor's Plat #1 need to have property boundaries defined due to stream restoration activities; and

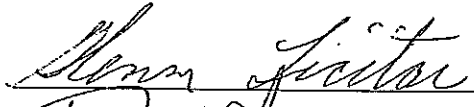
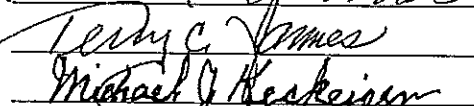
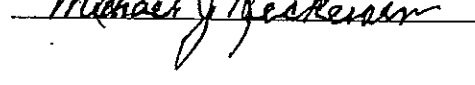
**WHEREAS:** State Statute 70.27 gives the Adams County Board the authority to order an assessor's plat and determine who pays for associated costs.

**NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors hereby approves and authorizes the <sup>MSA Professional Services, Inc.</sup> Adams County Surveyor to complete a new Assessor's Plat to define property boundaries for lots 1-5 and 16-18 in Town of New Haven Assessor's Plat #1; and

**BE IT FURTHER RESOLVED:** To approve a budget amendment to increase account number 100 E 44 56185 316 000 Land & Water Conservation DATCP SWRMP Contracted Services budget by \$8,000 and increase account # 100 R 44 49300 000 000 Land & Water Conservation Fund Balance Applied budget by \$8,000 to fund the costs associated with the Assessor's Plat.

Dated this 20th day of April 2010.

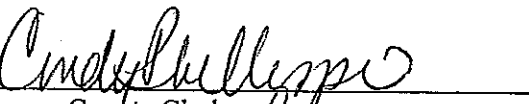
  
  


Adopted X  
 Defeated \_\_\_\_\_  
 Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this  
 20th day of April 2010.

  
 County Board Chair

  
 County Clerk




Dear Adams County Board of Supervisors

In light of the proposal to have Columbia County over see a Medical Examiner's Department in Adams County, and the dramatic increase it would cause the budget – I think several questions need to be answered by the County Board:

- What problem(s), if any, is the County Board trying to fix by considering this proposal?
- Who came up with this idea?
- Did Adams County first contact Columbia County ME or did she with Adams County?
- Did the County Board consult with any other outside experts beside the Columbia ME?
- In the past 20 years, how many complaints/law suits have resulted from using the coroner system?

Sincerely yours,



Jon Roseberry

512 Main St.

Friendship, WI 53934

RECEIVED APR 19 2010

**RESOLUTION TO AMEND THE PERSONNEL & GENERAL  
ADMINISTRATIVE POLICIES OF ADAMS COUNTY**

**INTRODUCED BY:** Executive Committee

**INTENT & SYNOPSIS:** To provide clarification to Chapter 4: Salaries and Wages; Sections 1.03 and 5.01(d) of the Personnel & General Administrative Policies of Adams County adopted on April 30, 2010.

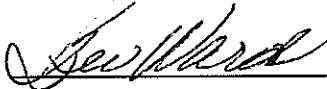
**FISCAL NOTE:** None

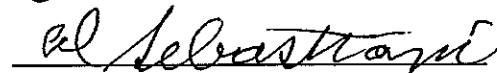
**WHEREAS:** The Executive Committee recommends that clarification be provided regarding step increases and reclassification wages.

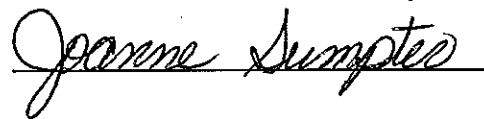
**NOW THEREFORE, BE IT RESOLVED:** That Chapter Four: Section 1.03 shall read "Employees hired prior to January 1 shall receive a step increase in pay on April 1 of each year. A step increase shall be given once a year until they reach market comparability (Grade 7) and then moving up a step every other year. Employees hired after January 1 will not be eligible for a step increase until the following year.; and

**BE IT FURTHER RESOLVED:** That the sentence, "A step increase will not be given to any reclassified position until the following year." shall be added to the end of Chapter Four: Section 5.01(D).

Recommended for adoption by the Executive Committee on this 10th day of May, 2010.







Adopted \_\_\_\_\_

Defeated \_\_\_\_\_

Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this  
18th day of May, 2010.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

## AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

P7

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Comprehensive Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of Jackson on November 9, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On March 30, 2010, Gene & Susan Hutchings, Owners, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a portion of a parcel (1.23 acres) in the Town of Jackson, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on May 5, 2010, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,


The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change: The Adams County Comprehensive Zoning Ordinance No. 42-2006, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an A-1 Exclusive Agricultural District to an R-1 Single Family Residential District.

Property (1.23 acres) located in located in the SE ¼, SW ¼, Section 16, Township 15 North, Range 7 East, at 480 State Road 82, Town of Jackson, Adams County, Wisconsin.

Published in the Times Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of May 2010.

Recommended for enactment by the Adams County Planning and Development Committee on this 5th day of May, 2010.

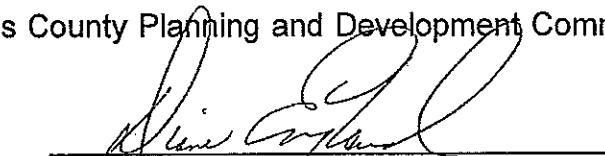


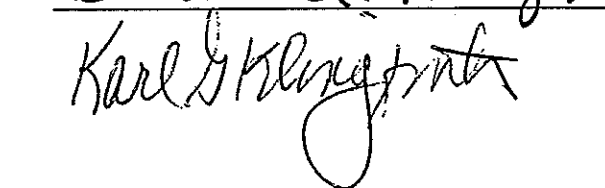


Chair



Vice-Chair

Secretary

Enacted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
Tabled \_\_\_\_\_ this \_\_\_\_\_ day of May, 2010

Al Sebastiani, Board Chair

Cindy Phillippi, County Clerk



## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934  
PHONE: 608-339-4222  
[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE  
May 5, 2010 – Room A260 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

Gene & Susan R. Hutchings – Rezoning request of a portion of a parcel (1.23 acres) from an A1 Exclusive Agriculture District to an R1 Single Family Residential District and combine the rezoned portion with adjacent R1 property to become approximately 2.06 acres and located in the SE ¼, SW ¼, Section 16, Township 15 North, Range 7 East, at 480 State Road 82, Town of Jackson,, Adams County, Wisconsin.

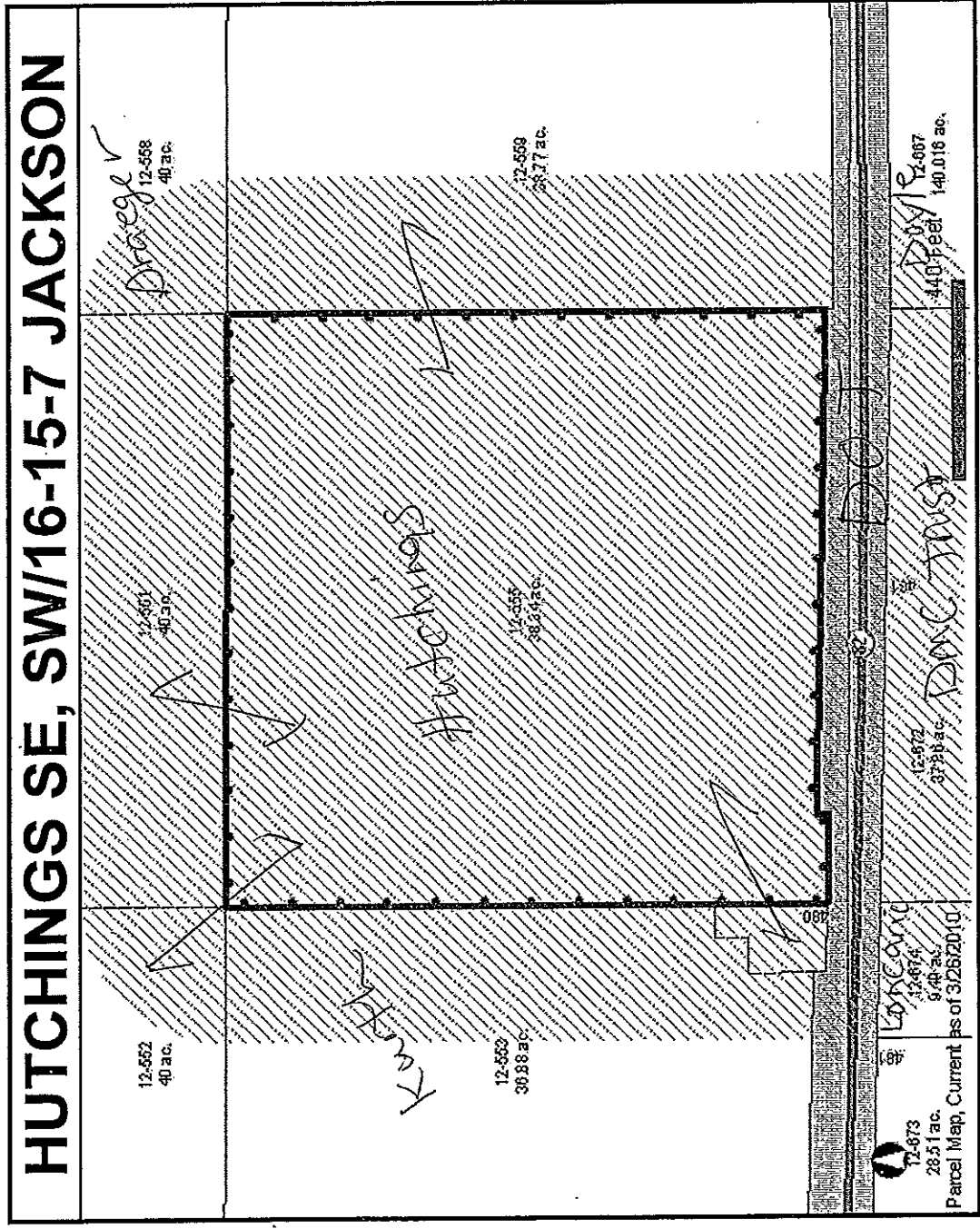
Appearing for with testimony: Gene Hutchings.

Appearing for without testimony: Susan Hutchings.

No one appearing against.

Correspondence: Notification from the Town Board of Jackson that they met on April 8, 2010 and have no objection to the zoning change. Minutes from Planning Commission noting motion to approve request.

Disposition: Karl Klingforth made a motion to recommend enactment of the zoning change and grant the Conditional Use Permit, on the above-described property, to the County Board for final action. Randy Theisen seconded the motion. Roll Call Vote: 6 -Yes.  
1 – excused.(James) Motion carried.





Adams, WI

Ad Hoc Committee  
Adams County Personnel/General Admin Policies  
Room A160 March 24, 2010, 9:00 AM

Meeting was called to order by Chairperson, Stuchlak at 9:05 a.m.

Present: James, Stuchlak, and Ward. Excused, Joanne Stumpter, Diane England. Jack Albert not present. Others Present: McLaughlin, Petkovsek, Phillippi and Kaye.

Motioned by Ward/James to approve agenda. Motion to approve agenda, carried by unanimous voice vote.

Motioned by James/Ward to approve February 26, 2010 minutes with corrections indicating the meeting was called to order by Stuchlak not James. Motion to approve minutes carried by unanimous voice vote.

Page 32, line 20, insert (in front of the), "Personnel Director who will forward a copy to," and before (Administrative Coordinator).

Page 32, lines 35/36 Section, Health Insurance, 2.01, B, strike "or leave of absence."

Page 33, lines 20-25, Section, Dental & Vision Insurance, 3.02/3.03 strike it all.

Page 34/35, lines 32-53, 1-54, & 1-18, Section Flex Benefits Plan, 5.03 /5.04 strike it all.

Keep 5.05, IRC should be IRS, strike line 20, starting with (All employees.) ending with line 23.

Page 37, line 9.03 Section Employee Assistance Program, strike lines 46-47.

Page 39, line 18, 160 hour rate does not take effect until 13 year of service with Adams County. Insert page 39, Section Vacation, 1.01 starting on line 9.

1. Any balances in currently excess must be brought to 200 hours by 12/31/2010
2. Every employee must use 80 hours of vacation per year.
3. Every employee must include one consecutive block of 40 hours.

Page 40, accept changes, recommended by Andy.

Page 41, line 2, Section sick leave, 3.06, strike "transfer."

Page 41, line 20, Section, Personal leave, 4.02 add after Personnel Director, "and the two shall agree on any acceptations.

Page 41, Section Personnel Leave, on lines 21-22, strike "Exception shall only be granted by the Personnel Director."

Page 41 line 2, Section Sick Leave, 3.06, insert, "retiring or."

Page 41, lines 27-29, Section Personal Leave, strike 4.03 insert a copy of language. Section Health<sup>P12</sup> Insurance 2.02, from page 33.

Page 41, Section Family Medical Leave, insert Andy's recommendation and remove current language.

Page 43, Section 8, Bereavement Leave, Domestic Partnership will be reviewed in the future to incorporate Domestic Partnerships.

Page 43, line 21, Section Return to Work Program, change "Director" to "Department".

Page 44, lines 7-8 Section Catastrophic Leave, strike "Employees who have children by birth or adoption are not eligible for catastrophic leave."

Page 44, insert on line #7, "in exceptional circumstances an employee may request a waiver of the 1250 hour FMLA requirement for hours worked within the past twelve (12) months."

Page 44, line 37, Section Catastrophic Leave, strike "the time", add "the pay period."

Page 48, lines 27-30, Section Discipline & Discharge, add "Personnel Director/Corp Counsel as needed."

Page 48, lines 31-40, Section Discipline & Discharge, insert language from lines 19-25 Department Head Discipline, in place of language on lines 31-40, then strike all of language on lines 19-25 so as to not duplicate it.

Page 47, keep 2.02 Disciplinary Procedure, don't strike.

Page 48, strike all of 2.04/2.05 lines 5-17.

Page 46, ok to all.

Page 48, lines 42-54, Dispute Procedures, strike all.

Page 49, lines 1-10, Dispute Procedures, strike all.

Page 50, lines 3 & 4, Section Layoffs, "in conjunction with Home Committee" strike the word "approval," insert, "notification" in it's place, strike "Administrative/Coordinator of Finance" from line 4.

Motioned by James/Ward to recess at 10:50 for 10 minutes. Motion carried by unanimous voice vote.

Reconvene: Chairman Stuchlak called the meeting back to order, at 11:00 a.m. All present.

Page 63/64, Section Conventions, Seminars, Training & Tour reimbursements, strike lines 49-50 "Per the Wisconsin County Mutual Insurance Corporation," and insert "shall" striking "should," on line 50, insert "minimum," after the, on line 50.

Page 64, strike lines 8-14



Page 64 strike line 2, Section, Conventions, Seminars, Training & Tour reimbursement, until the word <sup>P13</sup> "amounts," then start the sentence with Employees.

Page 83, strike lines 4-36, Section Parking Policy, and replace with recommendation.

Page 84, strike lines 20-24 Section Vehicle Policy, starting with, "A Personal Stop."

Page 85, accept changes, as recommended.

Page 86, line 8, Section Prescription Drugs, strike, "Administrative Coordinator/Director of Finance," insert "Personnel Department" add "with consultation of "Administrative Coordinator/Director of Finance."

Page 86, create G "Misuse of County vehicles will reported to Department Head and if necessary, the Personnel Department for appropriate action in Consultation with Administrative Coordinator/Director of Finance."

Page 86, strike lines 17-53, Section Corrective Action, with added language "to events Sponsored by non-profit Organizations" and strike "company" insert "County."

Page 87, line 4, strike, "preventable."

Page 87, create Section 6, Solicitation Policy, with added language "to events Sponsored by non-profit Organizations" and strike "company" insert "County".

Page 89, Section Workplace Violence Policy, lines 27-28 insert "and/or Personnel Department, a representative from the Sheriff's Department, appropriate Department Head and any other appropriate individuals."

Page 89, strike lines 34/35, Maintance Supervisor/Health & Human Services Director and Corporation Counsel.

Page 90, line 15, strike, " Administrative Coordinator/Director of Finance," and insert "Personnel Department."

Page 91 line 4 is ok.

Recess: Motioned by James/Ward to recess at 12:25 p.m. until 1:15 p.m. Motion carried by unanimous voice vote.

Reconvene: Stuchlak called the meeting back to order at 1:20.p.m. All present.

Page 91, line 4, and change from 7 a.m. to 6:p.m.

England present at 1:25 p.m.

Page 92, strike lines 22-23, starting with "because through salaried," on the inside cover strike "Ordinance & Resolutions", and "selectively."

Page 25, Section Open Records, strike line 8.

Jack presented, language to insert on line 8, page 25.

Page 11, strike lines 30-33 Section Parks Department Seasonal Employees Category..

Page 29, line 41-43, will be review again.

Page 23, replace, "Public Relations" with "Mutual Respect Policy."

Create a Section, "Drugs & Alcohol Testing."

Motioned by Ward/England to forward Policy Procedure Manual as amended by the Ad Hoc Committee to County Board. Motion carried by unanimous voice vote.

Motioned by Ward/James to proceed with Resolution for adoption of Policy and Procedure Manual for distribution on the, 4/20<sup>th</sup> and action on the 4/30<sup>th</sup>. Motion carried by unanimous voice vote.

Motioned by Ward/James that resolution is to be completed by Albert, with signatures no later than the 4/12<sup>th</sup> and turned in to Clerks office by 4:30 p.m. Motion carried by unanimous voice vote.

Motioned by Ward/James to adjourn at 2:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not been approved.

S://county board/General Administrative & Policy/ Ad Hoc General Policy minutes 3-24-10

Adams County Airport Commission  
Minutes for the April 12, 2010 Meeting

Call to Order: Meeting was called to order by Chairman Hartley at 7:00PM.

Roll Call: G. Hartley, S. Pollina, J. Johnston, F. Dehmlow and J. Reuterskiold. Also in attendance were M. Scott, airport manager, and S. Sundsmo, grounds keeper.

Audience: None.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Dehmlow, Second by Johnston to approve the agenda. All voted aye, motion carried.

Approve the Minutes: Motion by Johnston, Second by Pollina to approve the March 22, 2010 minutes. All voted aye, motion carried.

Airport Managers Report:

Correspondence:

No new correspondence to review.

Financial Review Monthly Check Summary:

Scott reported that with 25% of the year having passed just 11% of the revenue has been received and 18% of the expenses have been paid. Only one category is slightly higher at 38%, gas and electric, but reflects nearly half of the winter heating of the welcome center and the summer should bring the percentage down. And much of the low revenue is due to the slower fuel sales over the winter months that should increase during the summer.

Fuel Report:

Scott reported that fuel sales were 2304 gallons from 1/1/10 through 4/12/10 which reflects a 31% increase over last year.

Agricare Lease Update:

Scott produced a resolution prepared by Corp. Counsel to "enter into an Agreement with Agricair, LLC to operate a commercial spraying service" for signatures. Scott will deliver to the County Clerk for inclusion in the board packet for their 4/20/10 meeting that Scott will attend.

6-Year Improvement Plan Update:

The current six-year improvement plan for the development of the hangar area continues to move at a snails pace. Scott reported that in addition to the DNR permit and permit from the Army Corps. Of Engineers the project now requires an

Adams County Airport Commission  
Minutes for the April 12, 2010 Meeting

Archeological survey that will cause another delay and add to the cost of the entire project. Mead & Hunt, the airports engineers, expect a 6 to 8 week delay but still plan on a 2010 completion with the archeological survey submitted my mid-June, 95% plans by 7/9/2010, bid authorization by 7/23/2010, bid date 8/19/2010, start construction mid-September and project completion mid-November.

Scott reported the new 6 year plan "Resolution to Petition for Airport Improvement Aid" packet for repair or replacement of the runway, taxiways and apron was forwarded to the Bureau of Aeronautics on April 9, 2010.

Adams County Tower on Co. Hwy. F:

Scott reported on a conversation he had with Mr. Tom Jones from Communication Services in response to a letter Scott had written to him the previous month. Mr. Jones indicated that the structure was 300' AGL, approved by a conditional use permit, and that a 7 meter antenna had been added. Mr. Jones stated FAA Case No. 10-AGL-1025-OE, referred to in a 3/10/2010 letter from the Bureau of Aeronautics, was to notify the FAA and Bureau of the added height above that originally studied (and approved by Adams County) and that once the study was complete a request would be made to the county for the additional 21 feet above that previously authorized. Scott reported that Mr. Jones stated permission would be sought from the county after the study was completed and that no permission had yet been granted for the antenna already erected.

Scott further reported that a meeting was set to discuss the matter on 4/14/2010 at 1:30PM between various entities of the county and Communication Services that Scott will be attending.

Courtesy Car:

Scott produced a new letter seeking support for a courtesy car. The letter will be available to transient and local pilots and indicates an address to write to support the concept.

Ultralight Procedures:

Scott informed the commission that he is investigating the creation of a policy for ultralight use at the airport. He explained that calls regarding ultralights have increased over the past two years and because of the disparity in speeds between ultralights and conventional aircraft a policy may be warranted. Scott will have more to report at the next meeting.

Adams County Airport Commission  
Minutes for the April 12, 2010 Meeting

Scott then thanked Fran Dehmlow and Chairman Gary Hartley for their interest in the airport and their efforts to assist in the increased utility, safety and security of one of the counties most important assets, followed by the thanks from other members of the commission.

Motion by Johnston, Second by Pollina to approve the airport manager's report.  
All voted aye, motion carried

Grounds Keeper Report:

Sundsmo reported that the grass runway has been fertilized and is open for use. Also, all equipment is set and ready to go for the grass cutting season. He also informed the commission that he has been instructed to no longer submit vouchers, only the bills however he will be keeping copies of the bills.

Motion by Johnston, Second by Pollina, to approve the grounds keepers report. All aye, motion carried.

Audience Comments:  
None.

Next meeting set for May 10, 2010 at 7PM.

There being no further business a motion was made by Johnston, Second by Pollina to adjourn. All aye, motion carried. Meeting was adjourned at 8:45PM.

Respectfully Submitted,



Michael L. Scott  
Airport Manager

ADAMS COUNTY BOARD OF ADJUSTMENT  
MONTHLY MINUTES:  
April 21, 2010

On Wednesday April 21, 2010 at 9:30 A.M. Chairman Ivan Morrow called the Adams County Board of Adjustment meeting to order with the following members present: Ron Jacobson, Vice-Chair; Catherine Croke, Secretary; Dave Grabarski, Dale Helm and Robert Donner, Alternate. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was.

Public Hearings were conducted for the following: June M. Heisman – Variance request under Section 3-4.03(A) of the Adams County Comprehensive Zoning Ordinance and Section 3-1.03(B) of the Adams County Shoreland Protection Ordinance to allow a garage at 24' from the right of way instead of the required 30' on property located in Pt. of Gov't Lot 6 in the SW ¼, SE ¼, Section 24, Township 15 North, Range 7 East, Lot 2 of CSM 1814 at 133 Fox Avenue, Town of Jackson, Adams County, Wisconsin. Ron Jacobson made a motion to grant the Variance request for the garage at 24' to the right of way. Robert Donner seconded the motion. Roll Call Vote: 6-Yes. Motion carried. Michael H. & Sally J. Kaminski – Variance request of the Adams County Comprehensive Zoning Ordinance to allow a park model camper that is wider (11' wide) than the 8' allowed as defined in Section 2-2.50 Recreational Vehicle on property located in the SE ¼, SE ¼, Section 32, Township 18 North, Range 6 East, Lot 1 of CSM 3858 at 1105 S. Czech Lane, Town of Preston, Adams County, Wisconsin. Ron Jacobson made a motion to deny the Variance request as there is no reason they cannot meet the requirements of the ordinance. Dale Helm seconded the motion. Roll Call Vote: 3 – Yes. 2 – No. (Grabarski, Croke) Motion to deny carried. Discussion followed. Ivan Morrow made a motion to reconsider the Board's decision. Dale Helm seconded the motion. Dave Grabarski mentioned parliamentary procedure regarding the Chairperson making a motion. Mr. Morrow withdrew his motion. Mr. Morrow then temporarily turned his position over to the Vice-Chair Ron Jacobson and made a motion to reconsider the Board's position. Dale Helm seconded the motion. Roll Call Vote: 4 – Yes. 1 – No. (Jacobson) Motion carried. Discussion was held regarding a Citation that was issued to Mr. Kaminski for non compliance. Dave Grabarski made a motion that the Planning & Zoning Department requests the Court to grant an extension for compliance to the November court date in the event of a possible Ordinance revision. Cathy Croke seconded the motion. Roll Call Vote: 5 – Yes. Motion carried.

Minutes: Phil McLaughlin presented the Board with the minutes from the March 17, 2010 Board of Adjustment meeting for their review. Dave Grabarski made a motion to approve the minutes with a minor correction. Robert Donner seconded the motion. All in favor. Motion carried

Correspondence: None.

The Committee requested that discussion and possible action requesting the Planning & Development Committee addressing a revision to the Zoning Ordinance regarding park model campers be on next month's agenda.

ADAMS COUNTY BOARD OF ADJUSTMENT  
COMMITTEE MEETING MINUTES  
April 21, 2010  
PAGE #2

Ron Jacobson made a motion to adjourn until May 19, 2010. Dale Helm seconded the motion. All in favor. Motion carried.

ADJOURNED: 11:10 A.M.

\_\_\_\_\_  
Ivan Morrow, Chairman

\_\_\_\_\_  
Ron Jacobson (Vice-Chair)


\_\_\_\_\_  
Robert Donner (Alternate)

\_\_\_\_\_  
W. Dale Helm

\_\_\_\_\_  
Catherine Croke, Secretary

\_\_\_\_\_  
Dave Grabarski

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

  
\_\_\_\_\_  
Cathy Allen, Recording Secretary



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: February 24, 2010

Place: CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

*Present:* Fran Dehmlow, Ross Swinehart, Scott Beard, John Stevenson, Jim Layman, Joe Garvin, Muriel Harper, Charlie Krupa, John Earl, and Kristine Koenecke

*Absent:* Bill Gomoll, John Atkinson, Joan Koscal, and Joan Fordham

*Unexcused Absence:* None

Staff Present: Fred Hebert, Donna Lynch, Kari Labansky, Craig Gaetzke, and Susan Tucker

Guests: None

### Opening

1. Motion was made by John Stevenson to adopt the agenda. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

Motion was made by Ross Swinehart to adopt the December 16, 2009 meeting minutes. John Earl asked for any questions or concerns regarding the meeting minutes of December 16, 2009. With no questions or concerns, seconded by Kristine Koenecke. Passed unanimously. MOTION CARRIED.

2. President's Comments

John Earl reported that we would be hearing about a recent CSBG-ARRA audit. He commented on the service for John Atkinson's wife, Conelee, and an Action Item being presented to recognize her. The Ad Hoc Committee met regarding the By-Laws and will be presenting a report to the full board at the next meeting; however there is one Action Item regarding the By-Laws that will be presented today. The updated Finance Procedure Manual was distributed in the board packets for review and will be presented for approval. Fred will be reporting on Walnut Grove Estates. The Client Services Committee is reviewing different options for involvement. The Weatherization, Homeless, and Section 8/Food Pantry



Units are very busy this time of year and we are pleased to be able to offer help to those in need.

3. Executive Director's Report

Fred commented on a CSBG-ARRA audit we recently went through during which we had to provide a complete review of all financial procedures and transactions since receiving stimulus funding. A few concerns expressed were Fred not approving Petty Cash distributions over twenty dollars and board members not signing Conflict of Interest Forms. The board Code of Ethics form was eliminated a few years ago and replaced by the Code of Conduct. We are waiting for results of the audit; however the federal government may require the Board of Directors to sign a Conflict of Interest form. Fred commented on what a tremendous job the managers and staff are doing here at the agency. Manager Meetings are held every other month and All Staff Meetings twice a year. Board members are invited to visit anytime. Our Lead Receptionist, Holly Sindelar has been ill and is not doing well; however she still comes in to work every day and does a wonderful job.

There was no formal motion to accept the Executive Director's Report of February 24, 2010.

4. Budget & Finance Report

Kari Labansky presented the February 24, 2010 Budget & Finance Report. Kari discussed the updated Finance Procedure Manual. The auditors are examining the internal controls of the agency more in-depth which is what our manual reflects. These are the procedures we use to minimize the risk of fraud. The manual was distributed to board members for their review prior to the meeting with updates highlighted in red. The CSBG-ARRA auditor that came in was looking at the agencies procedures as a whole including board procedures and interactions the board has with the way the agency operates. They reviewed all financial transactions from July 2009 to present and were very thorough in reviewing all information for the purpose of tracking how our stimulus money is being spent. Kari reflected on the audit and the opportunity to use it as a tool to improve our internal controls which are never 100% perfect. With the amount of work there is to do and having a Finance staff of three it would be unrealistic for her to review every transaction on a daily basis which is why these controls are in place. We have Weatherization-ARRA, CSBG-ARRA, and HUD reviews coming up in May. Kari stated this was our first review of this kind.

The Statement of Revenue and Expenses for period ending September 30, 2009 reflected total revenues of \$4,567,001.73 and total expenses of \$4,085,498.36 leaving a total profit of \$481,503.37. This remainder was further broken down by restricted funds including Revolving Loan Fund, Revolving Loan, GAAP Property & Equipment (equipment or vehicles we purchased this year that we have to capitalize

and depreciate) and unrestricted funds including Apartment Buildings, Office Buildings, Community Development Block Grant, and Other. The summary of restricted funds reflected positive \$488,401.53 and unrestricted funds reflected negative \$6,898.16. We are trying to get the unrestricted number to zero by the end of the year to avoid use of corporate funds.

The Comparative Balance Sheet for period ending September 30, 2009 reflected total assets of \$7,661,141.26 and total liabilities of \$4,606,729.99.

The Cash Flow Statement for period ending December 2009 reflected actual cash at end of month at \$217,560. This amount is down from where the agency has been running mainly due to Weatherization expenses. Under Operational Cash Sources the donation category was very high in December. Operational cash uses included Total O&M Expenses, Direct Client Payments, Debt Payments, Insurance Costs, Board Costs, and Building Expenses. A question was asked about re-negotiation of interest rates on our debt payments. Kari explained that we were able to re-negotiate some of them down through Forward Community Investments. Lynn Erickson at M&I reviewed the rates and said she was unable to present anything better than what we currently have. The rates with Rural Development may be a little better however they are difficult to work with because of all the strings attached. The Wisconsin Dells Bank/Dells Improvements will be paid off by the end of 2009.

Motion was made by Ross Swinehart to accept the February 24, 2010 Budget & Finance Report. Seconded by Kristine Koenecke. Passed unanimously. MOTION CARRIED.

5. Committee Reports

John Earl asked for a motion from the floor to review a fourth Committee Report which is from the Ad Hoc Committee. Fran Dehmlow mentioned that you can't make additions to the agenda at County Board Meetings. Muriel Harper stated that the book of Robert's Rules of Order put out by the State Bar Association states that small agencies do not have to strictly adhere to Robert's Rules. Ross Swinehart made a motion to review the Ad Hoc Committee Report. Seconded by Jim Layman. With no further discussion motion passed unanimously. MOTION CARRIED.

a. Building Committee

Fred Hebert gave highlights of the Building Committee Report of January 15, 2010. The meeting was called to order. Motion to approve the agenda and minutes of the December 11, 2009 meeting was approved by unanimous vote.

Committee members discussed progress of the Necedah HOME Project and HOME Contract. A project site change is being considered

with a move to Lorra-Lyn Estates; Lots 28 & 29 or Lots 32, 33 & 34 as an option. Fred will inform the State of the possible move and check on any obligations we may have regarding our current site offer. Solar System efficiency at Wood Hollow and Kirk-Wood was reviewed. A solar presentation will be given to the Committee prior to any decision on installing solar at Walnut Grove Estates. Fred presented a rental unit update. Financial responsibility for all rental units will be transferring to Kari Labansky's unit. Ed Czerkas presented a report on maintenance and repairs for each of our buildings. The quarterly inspections at Wood Hollow and Kirk-Wood were completed in December. Fred will move forward with putting up a sign identifying our office building and food pantry in Beaver Dam. The next meeting will be March 19, 2010.

Motion was made by Jim Layman to accept the January 15, 2010 Building Committee Report. Seconded by Kristine Koenecke. Passed unanimously. MOTION CARRIED.

b. Client Services Committee

John Earl gave highlights of the Client Services Committee report of February 5, 2010. Joan Fordham called the meeting to order. Joan Koscal moved, Kristine Koenecke seconded that the agenda be approved. The motion passed. Kristine Koenecke moved, Joan Koscal seconded that the minutes of the August 26, 2009 meeting be approved as printed. The motion passed.

Craig Gaetzke reviewed the programs that he oversees, including the Car Loan Program, Weatherization, Fuel Assistance, Home Rehab, Neighborhood Stabilization Program and Community Development Block Grant. Committee members asked questions of Craig regarding the operation of the programs. No major changes were anticipated in the programs.

Since Kristine would need to leave the meeting early, we moved the discussion of the role of the committee up in the agenda. Kristine requested that the committee receive the monitoring reports, as they are available. Craig should collect them as they are received, and provide them for our review during a regular meeting. There is no need to copy and mail the reports. Kristine also asked if CWCAC could help support the work of the Complete Count Committee for the census. Kristine Koenecke moved, Joan Koscal seconded that this committee recommends that Fred Hebert authorize staff to share information with clients through Community Action about the census. The motion passed.

Joan Fordham suggested that this committee approve new program grants. Most of the programs are on-going, and do not need approval each time a new grant request is submitted. But if CWCAC will be providing a new service, or if there is a major change in the service that

we are providing, the Client Services Committee should approve that change prior to the grant submission. We agreed that small grants do not need prior approval, but those exceeding \$50,000 do. Joan Fordham moved, Kristine Koenecke seconded that this committee approve new program grants that exceed \$50,000 and employ any additional staff. The committee will be notified at application, possibly by email if there is an impending deadline. John Earl said that new staff are already approved by the EPF Committee, but that he had no objection if the Client Services Committee had a part in this role. The motion passed.

The committee decided to meet three times per year, or more often if needed. If the EPF Committee gives this committee other responsibilities, the number of meetings may change. We will meet for an annual review of programs in February and prior to the regular Board meetings in June and October.

Susan Tucker described the programs that she oversees including Project Chance, Rapid Rehousing and Crisis Rent Assistance. All of these programs are reported to the State through Service Point. No major changes are anticipated.

Lisa Williams described her work with Section 8 and TEFAP. The wait list for Section 8 housing has been closed for six months. The food pantries are seeing an increasing number of clients and will continue to increase with unemployment running out for many. Currently she oversees 15 TEFAP pantries.

Chuck Moran described his work with Enhanced Skills. There are only a few slots available and they are currently gone. The training is usually for short term classes for those not eligible for financial aid. He also helps with the Great Lakes Student Loan program, helping students re-qualify if they have been taken out of the program.

Joan Koscal moved, Joe Garvin seconded that the meeting be adjourned. The motion passed and the meeting adjourned at 11:15 am.

Motion was made by Charlie Krupa to accept the Client Services Committee Report of February 5, 2010. Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

c. EPF Committee

John Earl gave highlights of the EPF Committee Report of January 15, 2010. The meeting was called to order. Motion to approve the agenda passed by unanimous vote. Motion was made by Muriel Harper and seconded by Ross Swinehart to revise paragraph #5, ".....Mauston Senior Village HOME Grant Joint Project with CAP Services of Stevens Point" and "CAP Services of Stevens Point wrote the grant...." and paragraph #9, which will now read "The Committee moved by unanimous voice vote to move into Closed Session for the purpose of

reviewing the Executive Director's Annual Performance & Compensation consideration. The Committee resumed in Open Session. The President stated that he will compose correspondence with recommendations of the Committee." Motion passed by unanimous vote approving the minutes of the December 4, 2009 meeting as amended.

Motion was unanimously approved by voice vote to go into Closed Session for the purpose of discussing Personnel issues. Motion was unanimously approved by voice vote resume in Open Session. Personnel issues were reviewed. Sara McKee is on maternity leave; Pam Hughes will be working on Sara's projects. Another employee will be taking periodic vacation for a few weeks after the birth of his baby. Motion was made by Joan Koscal to finalize the review of the Executive Director at the current salary of \$75,000. Seconded by Ross Swinehart. Motion passed by unanimous vote. John Earl will prepare a letter finalizing the Executive Director's Performance Review for EPF Committee review which will then be sent to the full board for approval.

Kari Labansky presented the Finance Report. Kari requested updated authorized signatures for the Wyona Lake Apartment Reserve Account. Motion was made by Joan Koscal and seconded by Muriel Harper to approve sending the updated Finance Procedure Manual to the full board for review and approval. Motion passed by unanimous vote. Fred reported that in the coming weeks an audit will be conducted by a team appointed by the Governor to review CSBG ARRA funding.

Committee members requested that Fred draft a Resolution of Thanks in recognition of Connie Atkinson's years of service at the Rio Food Pantry.

The EPF Committee discussed proposed changes to the By-Laws. A mailing will be sent to all board members requesting approval of an Ad Hoc Committee appointed by the Board President to address proposed changes to By-Laws 2.13 and 3.01 Move Annual Board Meeting from April to June; By-Law 3.02 Board Composition & Evans' replacement - In the event a vacancy occurs...; By-Law 4.07 Policies Relating to Board Meeting Procedure Process; and By-Law 5.08 Ad Hoc Committee and full board approval. This change is also supported by the Ad Hoc Committee.

Committee members discussed possible replacements to fill Evans' vacancy on the board.

A monthly progress update of Walnut Grove Estates was requested to be sent out with the monthly board calendar. A request was made to mail all Committee Meeting Minutes to board members on a monthly basis. This will be reviewed at the next EPF Committee Meeting. The next meeting will be February 12, 2010.

John Earl gave highlights of the EPF Committee report of February 12, 2010. The meeting was called to order and motion passed by unanimous vote approving the agenda. Motion was made by Ross Swinehart approving the minutes of the January 15, 2010 meeting with the addition under #8 of "Review Mailing of Committee Meeting Minutes Monthly and Approve Executive Director's 2009 Performance Evaluation and Compensation". Seconded by Joan Koscal. Motion passed by unanimous vote. Personnel issues were reviewed. Holly Sindelar has been quite ill again and our employee who was on indefinite suspension has been terminated.

Kari Labansky will present the Finance Report to the full board on February 24<sup>th</sup>. Fred reported on our recent Office of Reinvestment & Recovery ARRA Funding Audit which went well but was very rigorous. Fred will report back with any recommendations made by the auditor.

Motion was made by Ross Swinehart to recommend to the full board the changing of *By-Law 2.13* "At the end of each program year (generally in the month of April), the sitting Board of Directors shall approve all newly elected or appointed board members prior to the annual meeting of the Board of Directors held in April." *With the change it would now read: By-Law 2.13* "The sitting Board of Directors shall approve all newly elected or appointed board members at the annual meeting of the Board of Directors held in June." This change is also supported by the Ad Hoc Committee. Fred reported that this would extend the board member term by two months with the agency reimbursing per diems for County Board Members during that time. Seconded by Joan Koscal. Motion passed by unanimous vote.

John Earl reported the formation of an Ad Hoc Committee consisting of Chair Jim Layman, Ross Swinehart, Muriel Harper, Kristine Koenecke, John Atkinson, and John Earl as an ex-officio member. The purpose of the committee is to review By-Laws for clarification and provide the full board with a report of their supported proposals. A report will be provided to the full board in April.

Motion was made by Joan Koscal to mail all committee meeting minutes to board members on a monthly basis. Seconded by Muriel Harper. Motion passed by unanimous vote.

Motion was made by Joan Koscal to recommend full board approval of reassigning Interest Group Representatives Scott Beard from Education to Major Minority and Charlie Krupa from Low-Income to Education. Seconded by Ross Swinehart. Motion passed by unanimous vote.

The Juneau County Vacancy Appointment was tabled until the March EPF Committee Meeting. Committee members reviewed By-Law 2.09 stating "To constitute a quorum at any meeting of the Board of

Directors, there shall be present not less than two-thirds of the current Directors of the Board, provided that each county has at least one (1) Director present. Each Director shall be entitled to one (1) vote with respect to any matter." They provided clarification that to conduct a meeting two-thirds needs to be present and a motion can be passed by a majority of those present for voting.

Fred reported on our new Job Access Computer in the Reception area which is a collaboration with the Southwest Workforce Development Board providing access to computer job search for clients. Motion was made by Joan Koscal to recommend full board approval of the Executive Director's 2009 Performance Evaluation with Compensation remaining established at \$75,000 for calendar year 2010. Seconded by Ross Swinehart. Motion passed by unanimous vote. The next meeting will be March 19, 2010.

Motion was made by Muriel Harper to accept the EPF Committee Reports of January 15, 2010 and February 12, 2010. Seconded by Fran Dehmlow. Passed unanimously. MOTION CARRIED.

d. Ad Hoc Committee

Jim Layman gave highlights of the Ad Hoc Committee Report of February 12, 2010. The meeting was called to order. Motion to approve the agenda was passed by unanimous vote. Committee members discussed the purpose of the meeting. They will be reviewing the By-Laws to provide clarification and reporting back to the full board of their support of proposed changes.

The Ad Hoc Committee supported proposals to change:

a. *By-Law 2.13* ~~At the end of each program years (generally in the month of April), the~~ The sitting Board of Directors shall approve all newly elected or appointed board members prior to at the annual meeting of the Board of Directors held in April- June.

*By-Law 2.13 would now read:* The sitting Board of Directors shall approve all newly elected or appointed board members at the annual meeting of the Board of Directors held in June.

*(Elections would have taken place and County Board members would have received their Committee assignments by the June meeting. All members would remain in place until elections have been completed at the annual meeting in June.)*

b. *By-Law 3.01* The Board of Directors shall have a President, Vice President, Secretary and Treasurer and such other officers as the Board of Directors shall, from time to time, designate. No Director may hold more than one office at the same time except that, at the discretion of

the Board of Directors, the offices of Secretary and Treasurer may be held by one person. All such officers shall be elected annual by the Board of Directors at the Annual Meeting or at any meeting called for such purpose.

Officers shall, unless otherwise provided for by the Board of Directors, hold office until the next Annual Meeting and until their respective successors have been duly chosen.

*By-Law 3.01 No Change Proposed*

c. *By-Law 3.02* In the event that a vacancy occurs in any one of the officer positions, the Board of Directors shall have the authority to fill, by ballot, such a vacancy from its membership.

*By-Law 3.02 would now read:* In the event that a vacancy occurs in any one of the officer positions, the Board of Directors shall have the authority to fill, by ballot, such a vacancy from its membership.

d. *By-Law 2.05* When a vacancy occurs on the Board of Directors the two sitting Board members from that County will make recommendations to the Executive Director, who will make recommendations to the Board President, of appointments from that County to finish the term as soon as possible.

*(The Ad Hoc Committee supports a proposal to add this paragraph to provide for filling of a board member vacancy. With this addition all following paragraphs under Article II will be renumbered: 2.05 to 2.06, 2.06 to 2.07, 2.07 to 2.08, 2.08 to 2.09, 2.09 to 2.10, 2.10 to 2.11, 2.11 to 2.12, 2.12 to 2.13, 2.13 to 2.14)*

e. *By-Law 4.07* The Board of Directors shall determine, subject to applicable laws and regulations, rules and procedures for the Board of Directors.

*By-Law 4.07 No Change Proposed*

*(No change noted however the Committee stated we would try to follow Robert's Rules of Order as closely as possible.)*

f. *By-Law 5.08* Ad Hoc Committees shall be appointed by the Board President and approved by the full Board EPF Committee to address specific topics or issues as needed.

*By-Law 5.08 would now read:* Ad Hoc Committees shall be appointed by the Board President and approved by the EPF Committee to address specific topics or issues as needed.

*(With the Board meeting every other month and the EPF Committee meeting monthly, time in dealing with issues could be cut in half.)*

g. A suggestion was made to add an index to the By-Laws.

The next meeting will be March 12, 2010.

6. Program Reports

- a. Weatherization
- b. Homeless
- c. Hunger Reduction
- d. Employment & Training
- e. Business Development



Manager Reports were distributed in the Board Packets for review prior to the meeting. Craig Gaetzke reported that Weatherization is on track completing 31 units in December and a total of 132 units for the contract. They should be close to completing 35 units in January. There are a lot of growing pains that go along with the stimulus money with Davis Bacon Prevailing Wage Rates and the State still working out how we apply that. Craig distributed a Housing & Energy Unit Program Summary. The handout gives an outline of Counties served for each program including number of staff. The Neighborhood Stabilization Program is a new program in which we buy foreclosed properties, fix them up, and sell them as affordable housing. There is no cost to our agency to buy or fix up the property; we set the selling price, receive the monthly mortgage payments, and use the money coming in to continue the program. We purchased our first house in December and have an offer on another house in Beaver Dam.

Susan Tucker reported on the Homeless Unit. This year has been extremely busy for her staff. Due to the stimulus funding they were able to add the Rapid Rehousing program which serves all five Counties. From 2008 to 2009 the number served went from 873 to 1215, rental assistance payments from 572 to 800, and motel vouchers from 31 to 60.

John Earl reported on the Food Pantry Unit and noted that as the number of people coming to the food pantries increases the number of donations/purchases increases as well. Out of 124 Section 8 vouchers, there are 199 currently leased up. Housing Assistance Payments total \$36,163 with an average subsidy payment of \$292 per unit. The waiting list remains closed for both Adams and Columbia Counties. There are currently over 139 applicants on the waiting list and five vouchers issued and outstanding for new admissions.

Fred reported that Employment & Training and Business Development are still on our agenda because organizationally we still have intact units although they are not basically functioning as units right now. Chuck Moran and John Hay are working in those categories. The board agreed to leave those units on the board agenda at this time.

Motion was made by John Stevenson to accept the Weatherization, Homeless, Hunger Reduction, Employment & Training, and Business Development Program Reports of February 24, 2010. Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

John Earl displayed two plaques in memory of Conelee Atkinson

one of which will be displayed at the Rio Food Pantry and one will be given to John Atkinson. Charlie Krupa made a motion to approve the Resolution of Gratitude & Remembrance for Conelee Atkinson which reads:

"WHEREAS: Conelee was a faithful and dedicated supporter of services to people in need; and WHEREAS: Conelee gave her time working as a volunteer at Food Pantries in Wyocena and Rio for over 15 years; and WHEREAS: Her time serving the pantries exceeds over 20,000 hours of Community Service in those 15 years working with her husband John and other volunteers; and WHEREAS: In addition to providing nutrition Conelee always served a smile. Now therefore let it be resolved: The Board of Directors and Staff of Central WI Community Action Council, Inc. declare that Conelee's presence and tireless commitment to helping with our mission to serve the needy is deeply appreciated and that she will truly be missed by all of us she so tenderly touched." Seconded by John Stevenson. Passed unanimously. MOTION CARRIED.

Motion was made by Ross Swinehart to accept the EPF Committee recommendation of reviewing and approving the Updated Finance Procedure Manual. Seconded by Jim Layman. Passed unanimously. MOTION CARRIED

Motion was made by Ross Swinehart to accept the EPF Committee recommendation of reassigning Interest Group Representatives Scott Beard from Education to Major Minority and Charlie Krupa from Low-Income to Education. Seconded by Jim Layman. Passed unanimously. MOTION CARRIED

Board members reviewed the motion to approve the EPF Committee recommendation of amending By-Law 2.13 which currently reads: "At the end of each program year (generally in the month of April), the sitting Board of Directors shall approve all newly elected or appointed board members prior to the annual meeting of the Board of Directors held in April." By-Law 2.13 as amended reads: "The sitting Board of Directors shall approve all newly elected or appointed board members at the annual meeting of the Board of Directors held in June." John Earl asked for a voice vote approving the motion. All ten members voted for the change with none opposed. Passed unanimously. MOTION CARRIED

Board members reviewed the motion to approve the EPF Committee recommendation of accepting the Executive Director's 2009 Performance Evaluation with Compensation remaining established at \$75,000 for calendar year 2010. Charlie Krupa moved to go into Closed Session. Muriel Harper opposed the Closed Session and stated that anything the board has to say should be said in Fred's presence. After discussion a roll call vote was taken with six members for, three members opposed, and one member abstained. The board moved into Closed Session. The board resumed in Open Session. Ross Swinehart made a motion to accept the Executive Director's 2009 Performance Evaluation with Compensation remaining established at \$75,000 for calendar year

2010. Seconded by Kristine Koenecke. Fred expressed sincere appreciation for his current salary and the pay raise he was given last year. He asked the board to consider that when he started with the agency he had the lowest pay of any Community Action Director in the State of Wisconsin. He said we have looked at pay raises as performance incentives for getting the job done and all of our staff in the agency received a performance incentive award. According to the WIPFLI auditors last year, only 6.8% of the budget goes for administration and management which is extremely low. In Fred's presentations to the Counties he reiterates that all donated funding goes directly towards the program it is intended for. The agency has never done so well and provided so many services. He expressed his concern that staff might perceive a lack of performance incentive as a lack of confidence in the Executive Director. Fred mentioned he was, in his capacity, working with the board to express his thoughts and thanked the board for the chance to do that. Jim Layman made a motion to vote on the Executive Director's Review and Compensation by secret ballot. Seconded by Kristine Koenecke. Passed unanimously. Motion Carried. The secret ballot vote resulted in a tie with five for and five opposed with the motion dead by way of a tie. Motion was made by Muriel Harper to refer the issue of the Executive Director's 2009 Performance Evaluation with Compensation remaining established at \$75,000 for calendar year 2010 back to the EPF Committee for further consideration with the EPF Committee reporting back at the next full board meeting. After discussion, roll call vote was taken with nine for and one opposed. MOTION CARRIED

9. Next Meeting

Wednesday, April 28, 2010 @ 10:00 a.m.

10. Adjourn

Charlie Krupa made a motion to adjourn. Seconded by Joe Garvin. Passed unanimously. MOTION CARRIED.

**Adams County  
CDBG Housing Committee Meeting  
Wednesday, April 21, 2010  
2:30 p.m.**

The meeting was called to order at 2:30 p.m.

Present at the meeting were:

Terry C. James, Member  
Dick Wirth, Member  
John West, Member  
Tom Feller, Member  
Sue Koehn, MSA Professional Services  
Cindy Phillippi, Adams County

There were no chairperson or recording Secretary selected. Sue Koehn, MSA Professional Services, will conduct the meetings and record the minutes.

Sue Koehn, MSA Professional Services, reviewed the Housing Procedures Manual. The rent limits will be evaluated and set at a future meeting.

Sue Koehn, MSA Professional Services, reviewed the Program Status.

**HO #1**

This homeowner is a middle income household, female head of household, no children and purchased in 1998. This homeowner is requesting GFI outlets in the kitchen and bathroom, doors at the front and rear entrances, hand railing to second floor, re-mortar basement walls, and insulation under kitchen for an estimate of \$7,250.00. The unpaid mortgage is \$35,300.00 and fair market value is \$89,200.00-equity \$49,066.67. On a motion by West, seconded by Feller, this homeowner was approved for all work requested not to exceed \$7,250.00. Motion was unanimous.

**HO #3**

This homeowner is a middle income, elderly household with no children and purchased in 1969. This homeowner is requesting GFI outlets in the kitchen and bathroom, hot water heater, paint exterior of basement windows, roof, railings on front and rear porches, and handicap ramp from house to driveway for an estimate of \$10,200.00. The unpaid mortgage is \$89,000.00 and fair market value is \$107,000.00-equity \$11,200.00. On a motion by James, seconded by Wirth, this homeowner was approved for all work requested not to exceed \$10,200.00. Motion was unanimous.

**HO #4**

This homeowner is a low income household with no children and purchased in 1988. This homeowner is requesting GFI outlets in the bathroom, electrical service, well, furnace, windows, roof and handrailing on rear porch for an estimate of \$20,550.00. The unpaid mortgage is \$0.00 and fair market value is \$70,000.00-equity \$70,000.00. On a motion by West, seconded by Feller, this homeowner

was approved for all work requested not to exceed \$20,500.00. Motion was unanimous.

#### **HO #5**

This homeowner is a middle income, elderly, female head of household with one child. Unsure of date of purchase. This homeowner is requesting GFI outlets in kitchen and bathroom, light fixture in bathroom, shower, well pump, windows, doors, kitchen flooring, carpet in living room, replacement of rear deck, railing at front entrance, siding, soffit/fascia, exterior wrap, gutters/downspouts, and ceiling repair in bedroom for an estimate of \$35,950.00. The unpaid mortgage is \$49,002.43 and fair market value is \$113,900.00-equity is \$40,930.90. On a motion by James, seconded by Feller, this homeowner was approved for all work requested not to exceed \$35,950.00. Motion was unanimous.

#### **HO #6**

This homeowner is a very low income, elderly, handicapped household, no children and purchased in 1962. This homeowner is requesting hot water heater, windows, doors, ceiling tile replacement in bedroom, soffit/fascia, exterior wrap, painting of the exterior of the home, and checking support posts on the front porch for an estimate of \$28,750.00. The unpaid mortgage is \$10,000.00 and fair market value is \$107,000.00-equity is \$97,000.00. On a motion by Feller, seconded by James, this homeowner was approved for all work requested not to exceed \$28,750.00. Motion was unanimous.

**Other Business – None**

**Conflict of Interest – None**

On a motion by James, seconded by West, the meeting was adjourned at 4:30 p.m.

---

Sue Koehn  
Housing Program Specialist

The Adams County Board of Supervisors meeting was called to order by County Clerk Phillippi at 9:30 a.m.

County Clerk, Phillippi issued certificates of elections to the newly elected County Board Officials. County Clerk, Phillippi administered the Oath of Office to the newly elected County Board Officials.

**Roll Call of Supervisors:** Dist. #01-Glenn Licitar; Dist. #02-Diane England; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #07-Joe Stuchlak; Dist. #08-Patrick Gatterman; Dist. #09-Pat Townsend; Dist. #10-Joanne Sumpter; Dist. #11-Jack Allen; Dist. #12-Florence Johnson; Dist. #13-Michael Keckeisen; Dist. #14-Bev Ward; Dist. #15-David Renner; Dist. #16-John West; Dist. #17-Bill Miller; Dist. #18-Terry James; Dist. #19-Karl Klingforth; Dist. #20-Deena Griffin. Excused: Dist. #06-Dean Morgan.

Motioned by Klingforth/Babcock to approve the agenda. Motion carried by roll call vote, 19 yes, 1 excused. Excused: Morgan.

Motioned by Ward/Allen to adopt the Adams County Rules of the Board. Motioned by Ward/Babcock to amend. Babcock rescinded his second/Ward original to amend. Motion to adopt Adams County Rules of the Board carried 18 yes, 1 no, 1 excused. Voting no, Sumpter. Excused: Morgan.

**Chairperson:**

County Clerk Phillippi opened nominations for Chairperson. Sebastiani was nominated. Sebastiani was the only supervisor nominated for Chairperson. Nominations for Chairperson were closed. Roll call vote carried by, 19 yes, 1 excused. Excused: Morgan. Sebastiani was elected as Chairman.

**Recess:** Motioned by Keckeisen/Sumpter to recess at 9:50 a.m. to allow the Clerk to reprogram the voting machine. Motion carried by unanimous voice vote.

**Reconvene:** Meeting reconvened at 10:00 a.m. with 19 present, 1 excused. Excused: Morgan.

Chairperson Sebastiani took over chairing the meeting.

**First Vice-Chair:**

Chairman Sebastiani asked for nominations for First-Chair. Ward, Renner, and England were nominated. Nominations were closed. Ward received 10 votes, and Renner received 7 votes, and England received 2 votes. Ward was elected as First Vice-Chair.

**Second Vice-Chair:**

Chairman Sebastiani asked for nominations for Second-Chair. Stuchlak, England and Renner were nominated. Nominations were closed. Stuchlak received 10 votes,

Renner received 7 votes, and England received 2 votes. Stuchlak was elected as Second Vice-Chair.

**Correspondence:** none

**Appointments:** none

**Unfinished Business:** none

**Reports and Presentations:**

Motioned by Ward/Babcock to approve the Fairboard annual 2009 report. Motion carried by roll call vote, 19 yes, 1 excused. Excused: Morgan

Certificates to out going board members were presented.

**Recess:** Motioned by West/Ward to recess at 10:15 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Meeting reconvened at 10:34 p.m. with 19 present, 1 excused. Excused: Morgan.

**Resolutions:**

**Res. #16:** Motioned by Ward/Keckeisen to adopt Res. #16 to amend the County Board Rules as presented. Motioned by Klingforth/England to table Res. #16 motion failed by roll call vote, 14 no, 5 yes, 1 excused. Voting yes, England, James, Klingforth, Licitar, and Townsend. Excused: Morgan.

## **RULE I: COUNTY BOARD OF SUPERVISORS**

The governing body shall be known as "Adams County Board of Supervisors" and shall from this point forward be called the "County Board". The County Board shall consist of twenty (20) Supervisors representing twenty (20) Districts within Adams County. These are the governing rules of the County Board Supervisors; if a rule is not specifically expressed then Roberts Rules of Order will be followed.

## **RULE II: TERM OF OFFICE**

The County Board shall serve a two (2) year term expiring on the third (3<sup>rd</sup>) Tuesday in April in the even numbered years.

## **RULE III: HOME RULE**

To give the County the largest measure of self government under the Administrative Home Rule authority granted to Counties in §59.03(1), Wisconsin Statutes, these Rules shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power not contrary to the Constitution or to any enactment of the Legislature that is of statewide concern and which uniformly affects the County.

## **RULE IV: PARLIAMENTARY PROCEDURE**

A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County Board in all cases where applicable.

Adams County Board Room, APRIL 20, 2010, 9:30 a.m.

- B. ~~Each Supervisor shall be issued a current edition of Robert's Rules of Order upon request to the County Clerk following the Organizational Meeting. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the whole County Board, and shall vote on all questions taken by ayes and nays except an appeal from their own decisions.~~
- C. Every matter that comes before the County Board, may without motion, be referred to its appropriate Committee by the Chair.
- D. When a motion is made and seconded, it shall be stated by the Chair before debate. If a majority of the Supervisors present require it, the motion, except to adjourn, postpone, table or commit, shall be reduced to writing and if a motion contains several points, a Supervisor may require the motion to be divided.
- E. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before the decision of the Chair. ~~A Motion, Resolution, or Ordinance may be withdrawn at any time before an amendment or decision, but~~ All Motions, Amendments, Resolutions or Ordinances shall be entered in the minutes unless withdrawn.
- F. Every Supervisor shall vote when a question is put to vote, unless, after a reason is given for abstaining, the County Board Chair may excuse the Supervisor from voting.
- G. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County Board, he shall address the Chair, confine his remarks to the question under debate, and avoid personality.
- H. In all cases, the Supervisor who first (1<sup>st</sup>) addresses the Chair shall speak first (1<sup>st</sup>). When two (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first (1<sup>st</sup>).
- I. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.
- J. All questions shall be put in the order in which they were moved except privileged questions.

When a question is under debate, no motion shall be received except:

	Need a Second?	Vote Debatable?	Required for Passage?
1. To adjourn	Y	N	Majority
2. To lay on the table	Y	N	Majority
3. For the previous question	Y	N	$\frac{2}{3}$ rds
4. To postpone to a certain day	Y	Y	Majority
5. To commit to a standing Committee	Y	Y	Majority
6. To commit to a Committee	Y	Y	Majority



- |                             |   |  |          |
|-----------------------------|---|--|----------|
| 7. To amend                 | Y | Y, if motion to be amended is debatable. | Majority |
| 8. To postpone indefinitely | Y | Y  | Majority |
| 9. To reconsider            | Y | Y  | Majority |

All other separate motions shall have precedence in order in which they are named.

- K. Any Supervisor desirous of terminating debate may call the previous question. The Chair shall ask if there is any objection to closing the debate. If a Supervisor objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded (2<sup>nd</sup>), the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two-thirds ( $\frac{2}{3}$ ) vote of the County Board.
- L. A Motion to adjourn shall always be in order; a Motion to lay on the table shall be decided without debate; but this Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.
- M. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous County Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the County Board.
- N. The Chair may, without suspension of the Rules, call on any County employee for remarks on matters pertaining to their Office or Department.
- ~~O. Any person not a Supervisor, desirous of addressing the Board on any subject, shall first (1<sup>st</sup>) obtain permission from the Chair prior to the meeting so the item can be placed on the agenda.~~
- ~~P. The public may address the County Board at the portion of the agenda listed as Public Participation. The person shall sign their name, address, and the topic they will speak on. The guidelines for Public Participation shall be followed:~~
- ~~1. The topic may pertain to any item they wish to present with the exception of political candidate endorsement.~~
  - ~~2. Identify themselves and if representing a group, identify the group.~~
  - ~~3. State clearly and concisely the issue, limiting comments to a maximum of three (3) minutes. Written material may be provided. It is not necessary to read an entire document.~~
  - ~~4. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.~~
  - ~~5. Plan group representation by appointing one (1) or two (2) members to present an issue.~~

#### **RULE V: ORGANIZATIONAL MEETING**

At the beginning of a new term of a new County Board, the first meeting will be an Organizational Meeting. The meeting will be held the third (3<sup>rd</sup>) Tuesday in April in even numbered years. The order of business for this meeting will be as follows:

1. Call the meeting to Order by the County Clerk

2. County Clerk to indicate if the Meeting was properly announced
3. Reading of the Certificate of Membership by the County Clerk
4. Administration of the Oath of Office
5. Roll Call
6. Moment of Silence
7. Pledge of Allegiance
8. Approve the Agenda
9. Adoption of Rules of the Board of the Adams County Board of Supervisors
10. Election of the County Board Chair (two (2) year term)
11. Election of 1<sup>st</sup> Vice-Chair (two (2) year term)
12. Election of 2<sup>nd</sup> Vice-Chair (two (2) year term)
13. Go to regular business under Rule XXII.

**RULE VI: CALL OF THE ROLL**

Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the members.

**RULE VII: VOTING**

All Supervisors present at any meeting of the County Board shall be required to vote unless excused by the Chair or a majority vote of the County Board. Voting shall be done electronically, unless it is requested by the Chair to have a voice vote. A vote on any question shall be taken by roll call when called for by any member of the County Board and shall be recorded in the minutes by the County Clerk.

Anytime the County Board or a Committee votes on any matter, the Chair, Secretary, or Recording Secretary of the Committee shall record the members' votes and enter it into the meeting minutes.

**RULE VIII: RULES OF THE BOARD**

The Rules of the Board are adopted with each new County Board at the Organizational Meeting and shall govern the County Board for its term in Office. All previously adopted rules of the Board shall be rescinded upon said adoption by the new County Board.

**RULE IX: RULE CHANGE**

- A. The Rules may be suspended by a two-thirds ( $\frac{2}{3}$ ) vote of the Supervisors present.
- B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-thirds ( $\frac{2}{3}$ ) vote of Supervisors present.

**RULE X: ELECTION OF OFFICERS**

The County Board shall, on the third (3<sup>rd</sup>) Tuesday of April, in the even numbered years, elect, by secret ballot according to §19.88(1), Wisconsin Statutes, a Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair, to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the Chair is elected:

- A. Nominations shall be accepted from the floor. After three (3) calls for "any other nominations", nominations shall be closed.
- B. Formal ballots are used until a majority vote of the members present elects such Officers.
- C. Each position shall be voted on by separate ballot and each nominee may speak for three (3) minutes.

D. In the event a candidate does not obtain a majority vote, the election shall continue until a majority vote is obtained.

**RULE XI: COMMITTEE ON APPOINTMENTS**

The Committee on Appointments shall consist of the County Board Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair.

*Motioned by Sumpter/James to strike "and the chairs of committees" as presented in the amended rules.*

**The County Board Chair shall appoint all members of Committees and the chairs of committees, subject to confirmation of the County Board.**

*Motion to strike "and the chairs of committees, carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Renner. Excused: Morgan.*

These initial appointments shall occur within 10 working days of the Organizational Meeting held in April of even numbered years. The County Clerk shall be responsible for maintaining committee listings.

**RULE XII: DUTIES OF THE CHAIR OF THE COUNTY BOARD**

The Chairperson shall perform all duties under §59.12, Wisconsin Stats., as may be amended from time to time. The County Board Chair preserves the order of the County Board, and shall decide all the questions of order, subject to an appeal of the County Board. The Chair may excuse the attendance of members and the same shall be entered into the minutes of the County Board. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the County Board, except questions on appeal from his decisions, and his vote shall be recorded with the rest. The Chair shall be an ex-officio member of all Committees, but may vote only in the absence of a member of the Committee. The Chair shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies. The Chair shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point. The Chair shall ensure the other Supervisors are informed of current and pending County Board issues and processes. The Chair, or designee, shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.

The Chair is a member of the County Board, and has the same rights in debate as any other member. However, the Chair is also obligated to maintain impartiality when presiding over the County Board. If the Chair wants to discuss issues on the floor, the Chair must relinquish his seat before addressing the County Board. The 1<sup>st</sup> Vice Chair or 2<sup>nd</sup> Vice Chair will then assume the Chair for the duration of the discussion and action on the agenda item.

**RULE XIII: DUTIES OF THE 1<sup>ST</sup> VICE CHAIR AND 2<sup>ND</sup> VICE CHAIR**

The 1<sup>st</sup> Vice Chair shall assume the duties of the Chair in the event of the Chair's temporary absence. A temporary absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of ninety (90) days or less.

The 1<sup>st</sup> Vice Chair shall assume the duties of the Chair in the event the Chair relinquishes his seat to address the Board. At the conclusion of the discussion and action of the agenda item in which the Chair addressed the County Board, the Chair may resume his seat.

The 1<sup>st</sup> Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. A permanent absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of time that exceeds ninety (90) days. The 2<sup>nd</sup> Vice Chair shall be moved to 1<sup>st</sup> Vice Chair position and an election, as provided in Rule X, shall be held to elect a new 2<sup>nd</sup> Vice Chair for the remainder of the term.

In the event the Chair and the 1<sup>st</sup> Vice Chair are absent for the above-mentioned reasons, the 2<sup>nd</sup> Vice Chair shall assume the Chair's duties and responsibilities.

**RULE XIV: ABSENCE OF THE CHAIR, 1<sup>ST</sup> VICE CHAIR, AND 2<sup>ND</sup> VICE CHAIR**

In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to order, and the County Board shall then elect, as provided in Rule X, one (1) of the members as temporary Chair.

**RULE XV: COUNTY BOARD VACANCY**

In the event of a vacancy on the County Board, the County Chairperson shall appoint a person who is a qualified elector and resident of that supervisory district to fill the vacancy for the unexpired portion of the term, pursuant §59.12, Wisconsin Statutes. If the County Board disapproves the appointment, any member of the County Board, at the same meeting, may offer nominations to fill the vacancy subject to the approval of the County Board. Any person appointed to the County Board under this paragraph shall take Office upon being approved by the County Board and sworn in by the Judge; In the Judge's absence, the Court Commissioner or the County Clerk shall assume the responsibility.

**RULE XVI: TIME AND PLACE OF MEETINGS**

The County Board shall meet on the following dates:

- A. The third (3<sup>rd</sup>) Tuesday in April in the even numbered years shall be the Organizational Meeting.
- B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in each year, unless such meeting is adjourned in accordance with § 59.11(1), Wisconsin Statutes.
- C. The third (3<sup>rd</sup>) Tuesday in each month unless otherwise designated by a majority vote of the Board.

*Motioned by Sumpter/Stuchlak to leave meeting start time at 6:00 p.m. not 5:00 p.m.*

All meetings shall begin at 9:30 a.m. or 6:00 ~~5:00~~ p.m., unless a different hour is specified by a majority vote of the County Board. The place of the meetings shall be in

the County Board Room of the Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a majority vote of the County Board.

*Motion to leave start time at 6:00 p.m. **carried by roll call vote, 17 yes, 2 no, 1 excused.***

*Voting no, Allen and Kotlowski. Excused: Morgan.*

#### **RULE XVII: SPECIAL MEETING**

The County Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting, and must be delivered to the County Clerk at least forty-eight (48) hours before the meeting. The request shall also list the reason(s) for canceling, postponing, or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail, fax, email, or telephone of the date and time of the meeting.

In the case of an emergency, the Chair, 1<sup>st</sup> Vice Chair, or 2<sup>nd</sup> Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the date, time and place and be delivered to the County Clerk at least twenty-four (24) hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date and time of the meeting.

#### **RULE XVIII: ATTENDANCE**

Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4), Wisconsin Statutes. If a Supervisor cannot attend a regularly scheduled Board meeting, the Supervisor shall contact the Chair or County Clerk at least two (2) days prior to the meeting with an explanation of the absence. The Supervisor's absences shall be entered in the County Board minutes as excused. If circumstances render advance notice of the absence impossible due to an emergency, the Supervisor shall contact the Chair within one (1) week of the absence. At the next meeting, the Chair shall enter into the minutes that the Supervisor was excused.

The above attendance rules also apply to Committees, with the exception that only the Committee Chair shall be contacted and approve any absences.

**Unexcused Absences.** An unexcused absence from any County Board meeting by a Supervisor, depending upon the circumstances, shall subject such Supervisor to suspension or expulsion from the County Board upon two-thirds ( $\frac{2}{3}$ ) vote of the members present. Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.

A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. Only the Committee Chair may excuse absences. Excused and unexcused absences must be documented in the minutes. The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds ( $\frac{2}{3}$ ) vote of the members present.

If a Supervisor is excused from a Committee meeting, at the discretion of the Committee Chair, they may designate another Supervisor to replace the excused Supervisor.

**RULE XIX: QUORUM**

A majority of Supervisors or Committee members shall constitute a quorum.

**RULE XX: OPEN MEETINGS**

The public is entitled to the fullest and most complete information regarding the affairs of County Government as is compatible with the conduct of County affairs and the transaction of County business. The Wisconsin Statutes are to be complied with, by all members, at all meetings. The County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin Statutes, and timely notification of all public meetings, date, time, place, and subject matter shall be given, including the topics for any contemplated closed session, as provided by Wisconsin Statutes.

- A. **Attendance at Closed Session Meetings.** Supervisors shall be allowed attendance at closed session meetings. A legally constituted Committee of the County may lawfully vote to exclude any Supervisor not a member of that Committee from a lawfully closed session, pursuant to §19.89, Wisconsin Statutes.
- B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed session of the County Board or Committee of the County Board shall maintain the confidentiality of the proceedings during that closed session, and shall not disclose the events of the closed session to any person not admitted to the closed session without approval of the County Board or Committee that held the session. All County Board Supervisors and members of Committees shall comply with Open Meetings Law, pursuant, to Sub Chapter V §19.81 et seq. Wisconsin Statutes.
- C. **Agendas.** Agendas of all meetings shall be noticed at least twenty-four (24) hours in advance of the meeting with the County Clerk's office and any news media and those who request agendas. In an emergency, a meeting may be called but requires approval of the Corporation Counsel and shall be noticed at least two (2) hours prior to the meeting.

*Motioned by Ward/Keckeisen to leave "include all attachments" in the rules.*

- D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall be provided to the Supervisors with the next month's County Board packet. Minutes of all Committee meetings shall be signed by the recorder of the minutes and filed with the County Clerk's Office within ten (10) working days of the meeting and shall include ~~all attachments~~ presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

*Motion to leave "include all attachments" in the rules **carried by** roll call vote, 19 yes, 1 excused. Excused: Morgan.*

**RULE XXI REIMBURSEMENT FOR SERVICES**

No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem payments shall be allowed for actual attendance by a Supervisor at any of the

following:

- A. A meeting of the County Board.
  - B. A meeting of any County Board standing or ad hoc Committee of which the Supervisor is a member, or which the Supervisor was directed by the County Board or the Board Chair to attend.
  - C. A meeting of any other group or organization to which the Supervisor has been appointed with the consent and approval of the Board.
  - D. A public hearing if the County Board or a Committee has approved that Supervisor's attendance, in advance, as reflected in the minutes of such body.
  - E. A seminar or conference at which attendance of the Supervisor has been approved by the County Board, Committee or County Board Chair.
  - F. Travel days prior to the start of or after the end of a conference or an event, providing the event is over sixty (60) miles from the County Seat and the meeting starts before 8:30 a.m. or ends after 3:00 p.m.
  - G. No per diem compensation or travel expenses shall be allowed for meetings, seminars, conferences, or other events outside of the State of Wisconsin unless specifically approved by a majority vote of the County Board.
  - H. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or if no business is transacted at that meeting, however mileage may be reimbursed.
  - I. No per diem payments shall be allowed for attendance at Town Board meetings.
- The per diem rate for attendance at County Board meetings is forty-five dollars (\$45.00). The per diem rate for attendance at all other meetings and events is thirty-five dollars (\$35.00).

No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day except as follows:

- A. If the Supervisor attends different meetings on the same day, and there is a gap of one and one-half hours (1½) or longer between adjournment of one (1) meeting and the commencement of the other meeting, then per diem payments may be allowed for each meeting that day.
- B. If a meeting lasts five (5) hours or more on the same day, an additional per diem payment of fifteen dollars (\$15.00) in addition to the rate specified shall be paid.
- C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap less than one and one-half (1½) hours between adjournment of one (1) meeting and the commencement of the other meeting, then an additional per diem payment of fifteen dollars (\$15.00) for that second (2) or subsequent meeting shall be paid.

**Mileage, Meals, and Lodging.** All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board member's shall be paid mileage for all County Board meetings. County Board member's shall only be paid mileage if they actually drive to all other Committee meetings. The County Board shall be paid for mileage, meals, and lodging as provided in the Personnel Policies.

**Expense Vouchers.** Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before the County Board meeting. All Non-County Board

members of Committees or other sub-units of County Government who have claims shall submit them within sixty (60) days of the date incurred. Six (6) Supervisors shall review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall rotate on a three (3) month cycle.

**County Board Chair.** The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition to his or her regular Committee per diem.

**RULE XXII: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES**

**County Board Agenda.** All Resolutions and Ordinances shall be delivered to the County Clerk seven (7) days prior to the County Board meeting. The County Clerk shall, at least four (4) days before each meeting of the County Board, present to each Supervisor written minutes of the previous County Board meeting and an itemized agenda of the matters to be considered by the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda. County Board Supervisors may place items on the agenda (7) seven days prior to the County Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and written minutes of the previous meeting. At the beginning of the meeting, the County Board shall approve the minutes of the previous meeting. On the last day of the Session, the minutes for that day may be read by the County Clerk and, before the final adjournment, corrected by the County Board.

The order of business for all regular County Board meetings may be as follows:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of Minutes
8. Public Participation (if requested by the County Board Chair)
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims
10. Correspondence
11. Appointments
12. Unfinished Business (includes reconsideration of previous months action - see preceding months agenda.)
13. Reports and Presentations:
  - a. Administrative Coordinator/Director of Finance
  - b. Department
  - c. Miscellaneous
14. Review Committee Minutes
15. Resolutions
16. Ordinances
17. Denials
18. Petitions



19. Approve Claims
20. Per Diem and Mileage for this Meeting read by the County Clerk
21. Motion for County Clerk to correct errors
22. Set next meeting date
23. Closed Session, pursuant to Chapter 19, Wisconsin Statutes.
24. Adjournment.

**Committee Agenda.** The Home Committee Chair shall approve their meeting agendas when possible before it is sent to the Committee members. Agenda items generally listed as: any other business, any unfinished business, any new business, miscellaneous reports, or for the good of the Department, shall not be included. Items to be discussed shall identify the topic to be discussed with enough specificity so the members of the Committee and the public will know what will be discussed. If the item is not clearly identified, the Committee shall not discuss or take action on the issue. The following format shall be followed:

Date:

Time:

Place:

Agenda:

1. Call to Order by the Chair
2. Was the meeting properly noticed
3. Roll Call.
4. Approve the agenda
5. Approve minutes (list date(s) of meeting(s))
6. Public Participation (if requested by the Committee Chair)
7. Communications
8. List items for action or discussion
9. Report of Departments (List items for action)
10. Report of Committee Members (List items for action)
11. Set next meeting date
12. Closed Session, pursuant to Chapter 19, Wisconsin Statute. (This shall have the approval of the Corporation Counsel as to contents.)
13. Adjournment

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the (name of Department and phone number where they may call) at least twenty-four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee may be present, only the above Committee will take official action based on the above agenda.

Agendas for a Joint Committee Meeting. The Chairs of the Committees that have requested a joint meeting shall agree to the agenda items relating to the Joint Committee Meeting and relay that information to the appropriate Department Head. Each Committee involved in a Joint Committee Meeting shall be responsible for

preparing their agenda for joint meeting. The Chairs of the Committees involved in a joint meeting shall determine who shall chair the meeting. The members of all Committees involved in a Joint Committee meeting may make motions and vote on all agenda items as a whole.

**Public Participation.** Community members may address the County Board and Committee meetings at the portion of the agenda listed as PUBLIC PARTICIPATION. Citizen members shall sign their name, address, and the topic on which the citizen will be speaking on the lines provided on the public participation sign up sheet. The citizen member's name will be called when it is their turn to speak.

**Community members are asked to follow these guidelines for PUBLIC PARTICIPATION:**

1. The topic may be any item related to County Government.
2. Identify yourself and if representing a group, identify the group.
3. State clearly and concisely the issue, limiting comments to a maximum of THREE MINUTES, unless additional time is approved by the Chair. (If you have written material, please provide copies. It is not necessary to read an entire document.)
4. Avoid speaking at length to a previously presented issue by briefly expressing their position on that issue.
5. Plan group representation by appointing one or two members to present an issue

*Motioned by Sumpter/Kotlowski to remove #6. as it is covered in #3.*

- ~~6. State clearly and concisely the issue, limiting comments to a maximum of three (3) minutes. Written material may be provided. It is not necessary to read an entire document.~~

*Motion to strike #6 carried by roll call vote, 19 yes, 1 excused. Excused: Morgan.*

Following the public participation portion, discussion at the meeting is limited to members of the County Board or Committee Members. Department heads shall be recognized by the County Board Chair before speaking.

**County Board Minutes.** Each Supervisor shall read the minutes of the previous Board meeting either in the County newspaper or in the copy sent to them by the County Clerk before the County Board meeting. Any appropriate corrections or alterations of such minutes will be made at the succeeding County Board. The minutes of the County Board meetings will be printed in the County Board Proceeding Book. All minutes shall include the time of adjournment.

The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases where an order, motion, or resolution shall be entered on the minutes of the Board, the name of the Supervisor moving the same, the name of the Supervisor seconding, and the results of the vote shall be entered on the minutes. At the end of the minutes it shall read: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COUNTY BOARD.

**Committee Meeting Minutes.** The recorder of the minutes for each Committee shall keep correct minutes of all Committee meetings and shall provide copies to all

Committee members. Any time there is a motion, it shall be entered in the minutes of the Committee meeting, including the name of the Supervisor moving the same and the name of the Supervisor seconding the motion, and the results of the vote on the motion. The recorder of the minutes shall also include the time of adjournment in the minutes, and shall sign the minutes verifying they are true and accurate. At the end of the meeting minutes it shall read as follows: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Any appropriate corrections or alternation of such minutes will be made at the succeeding Committee meeting. The official signed minutes shall be completed and given to the County Clerk's Office within ten (10) working days of the meeting and shall be made available to the public as requested.

**RULE XXIII: COMMITTEES, BOARDS AND COMMISSIONS**

After the initial appointment to the Committees, the County Board Chair subject to confirmation by the County Board shall make all future appointments. The County Board and Committee Duties and Structure shall be as follows:

**COUNTY BOARD GENERAL DUTIES**

- A. The County Board shall have all powers and duties granted by the Wisconsin State Statutes.
- B. The County Board shall be responsible for the Adams County Personnel and General Administrative Policies and review them annually.
- C. The County Board shall have final approval of the following items, including but not limited to:
  - 1. County Budget.
  - 2. Collective Bargaining Agreements.
  - 3. Transfer of General Funds.
  - 4. Establish Committees, Boards and Commissions.
- D. Confirm the appointment of non-elected Department Heads by a majority vote if required by Wisconsin Statutes.
- E. Elect the County Highway Commissioner per Wisconsin Statutes.

**STANDING COMMITTEES GENERAL DUTIES**

*Motioned by Ward/Sumpter to leave Chair in A.*

- A. At the first organizational meeting of the County Board, the Committee shall elect a Chair, Vice Chair, and recorder of the minutes.

*Motion to leave Chair remain in A carried by roll call vote, 19 yes, 1 excused.  
Excused: Morgan.*

- B. Review and recommend the annual budget for County Departments within the Committee's oversight, and refer to the Administrative Coordinator/Director of Finance for further action.
- C. Review of Department financial reports for each of the County Departments within the Committee's oversight.
- D. Direct and guide Policy and accountability of the Departments within the Committee's oversight.

- E. Approve items per the Adams County Personnel and General Administrative Policies including but not limited to:
  - 1. Departmental budget
  - 2. Departmental policies and procedures
  - 3. Staffing levels and hours
  - 4. New positions
  - 5. Grant applications and acceptances
  - 6. Establish Departmental fee schedules
  - 7. Establish Departmental short and long range goals.
- F. Approve intergovernmental agreements and contracts as necessary or as otherwise authorized by law.
- G. Bring forth resolutions and ordinances for action by the County Board.

**ADMINISTRATIVE & FINANCE COMMITTEE**

*Motioned by West/James to keep Administrative & Finance Committee as a (5) five member committee.*

- A. **Membership.** The Administrative & Finance Committee shall be comprised of five (5) three (3) County Board Supervisors, one of which would be the Chair, First Vice Chair, or Second Vice Chair of the County Board.

*Motion to leave Administrative & Finance Committee as a (5) five member committee carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Kotlowski. Excused: Morgan.*

- B. **Oversight.** The Administrative & Finance Committee shall confer and have policy making responsibilities for the following Departments: County Clerk, County Treasurer, ~~Administrative Coordinator~~/Director of Finance, and MIS.
- C. **Duties and Responsibilities.** Shall have oversight of the County Budget and transfer of funds per the County Budget and Accounting Policies and be consistent with §65.90 of the Wisconsin State Statutes, as they may be amended from time to time.

Duties and responsibilities include, but are not limited to the following:

  - 1. Examine all claims against the County as referred to the committee.
  - 2. Provides oversight for all routine County financial matters including review and approval of: audit reports, investments, insurance policies, bonding, contingency funds, and recommends budget amendments to the County Board.
  - 3. Review on a monthly basis the Treasurer's report on County investment activities per §59.62, Wisconsin Statutes.
  - 4. Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, and authorizing debt repayment.
  - 5. Approve the implementation of a five (5) year technology plan for the County.
  - 6. Review and update all computer and technological policies annually.
  - 7. Review and update budget and accounting policies annually.

**Sub Committees, Boards and Commissions:**

**7. Rural Industrial Development Commission.**

- a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7) members that reflect the diversity of needs within the County. Ex Officio members include the President of the Village of Friendship, Mayor of the City of Adams, and all Chairpersons of all Town Boards within the County. The Commission shall consist of representatives from the following and shall be appointed by the County Board Chair and approved by the County Board:
- (1) Adams Columbia Electric Cooperative
  - (2) Adams County Board Supervisor
  - (3) Adams County Banks
  - (4) Local Business Community
  - (5) Towns
  - (6) City of Adams
  - (7) Village of Friendship
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
- (1) This is an advisory Commission, not a policy making Commission.
  - (2) The Rural Industrial Development Commission shall elect annually a President, Vice-President, Recorder of the minutes, and Treasurer.
  - (3) Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved by the County Board.

**8. Revolving Loan Fund.**

- a. **Membership.** The Revolving Loan Fund shall be comprised of the Board of Directors of the Rural Industrial Development Commission.
- a. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:
- (1) This is an advisory Board, not a policy making Board.
  - (2) Serve new and expanding businesses in Adams County
  - (3) Provide gap financing
  - (4) Encourage investment
  - (5) Encourage creation of permanent, year round jobs
  - (6) Encourage retention and expansion of existing businesses
  - (7) Attract new business
  - (8) Encourage development of modern industrial technology, and a safe, healthful work environment in Adams County.

**EXECUTIVE COMMITTEE**

- A. **Membership.** The Executive Committee shall be comprised of five (5) County Board Supervisors, which shall consist of:
1. County Board Chair
  2. First (1<sup>st</sup>) Vice Chair
  3. Second (2<sup>nd</sup>) Vice Chair
  4. Two (2) appointed County Board Supervisors at large.

- B. **Oversight.** The Executive Committee shall confer and have policy-making responsibilities for the following Departments: Corporation Counsel, Personnel Director and Administrative Coordinator/~~Director of Finance~~.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
1. Interview up to three (3) candidates recommended by the Executive Committee which shall include two (2) members of the Oversight Committee for appointment to the position of Department Head. The Executive Committee shall recommend an appointee for the position of Administrative Coordinator/Director of Finance, and Corporation Counsel and Personnel Director to the County Board for confirmation.
  2. Responsible for review and implementation of the Rules of the Board and Personnel & General Administrative Policies.
  3. Introduce Policy Resolutions that are not the responsibility of another committee or that affect the County Government as a whole.
  4. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.
  5. Review proposed state and local legislation concerning County Government and make recommendations.
  6. Review, approve and update the County's mission and goals.
  7. Develop short and long range plans for the County.

*Motioned by James/Klingforth to leave Administrative Coordinator in #8.*

8. Set parameters, goals, and give Policy directions to the Administrative Coordinator/~~Director of Finance~~ and Corporation Counsel, and Personnel Director on collective bargaining issues. Prior to any contract being submitted to arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee and discuss the status of negotiations and receive further direction.

*Motion to leave Administrative Coordinator in #8 carried by roll call vote, 16 yes, 3 no, 1 excused. Voting no, Keckeisen, Sumpter, Ward.*

9. All proposed union contracts shall be submitted to the Committee and County Board for final approval.
  10. Reviews and recommends salaries, benefits and compensation structure for all personnel to the County Board for final approval.
- D. **Sub Committees, Boards, and Commissions.** None.

#### **HEALTH & HUMAN SERVICES BOARD**

- A. **Membership.** The Health & Human Services Board shall be comprised of nine (9) members, which shall consist of:
1. Five (5) shall be County Board Supervisors.
  2. Four (4) shall be individuals who are not elected officials or employees of the County. These members shall be comprised of the following:

- a. An individual who receives or has received human services, or shall be a family member of such an individual, and who has demonstrated interest or competence in the field of public or community health.
  - b. A good faith effort shall be made to appoint a Physician.
  - c. A good faith effort shall be made to appoint a Registered Nurse.
  - d. No public or private provider of services shall be appointed to the Health & Human Services Board.
3. **Terms.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three (3) years, so arranged that as nearly as practicable, the terms of one-third ( $\frac{1}{3}$ ) of the members shall expire each year.
- B. **Oversight.** The Health & Human Services Board shall confer and have policy-making responsibilities, except as provided by law, for the following Departments: Health & Human Services and Veteran Services.
- C. **Duties and Responsibilities.** Created pursuant to §46.23(4)(a)1 and §46.23(4)(b)(2), Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:
1. Oversee the Department and assure enforcement of the Health and Human Services Statutes, Rules, and Regulations.
  2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin Statutes.
  3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes.
  4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by §46.82(4)(d), Wisconsin Statutes.
  5. Develop Policies and authorize direction and planning for the delivery of all human services that meet the physical and mental health, social and economic needs of individuals and families; review the coordinated plan and budget; set priorities on program operations within the funding mechanisms provided by Federal, State, and County Government.
  6. Assess the health status of the citizens and recommend Policies that will improve the health status and assure that needed health services are provided.
- A. **Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health & Human Services Board. The Health & Human Services Board shall be responsible for interaction, communication and recommendations to the County Board with respect to the Aging Advisory Committee, Nutrition Advisory Committee, Long Term Support Advisory Committee, AODA & Crisis Advisory Committee, and Veteran Services Commission,
- B. Central Wisconsin Community Action Counsel, Housing Authority, North Central Wisconsin Workforce Development Board.
1. **Aging Advisory Committee.**
    - a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7) members, and include at least fifty percent (50%) of older individuals. At least five (5) members will be age sixty (60) and over, and five (5) shall be citizen members. The remaining members shall be the Aging Director and

- b. Director of the Health & Human Services Department. The membership should be representative of the varying socio-economic composition of the older population in the County.
  - c. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly practical, the terms of one-third ( $\frac{1}{3}$ ) of the members shall expire each year. No member may serve more than two (2) consecutive three (3) year terms.
  - d. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
    - (1) This is an advisory Committee, not a policy making Committee.
    - (2) Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging.
    - (3) Meetings are held quarterly.
2. **Nutrition Advisory Committee.**
- a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12) individuals which shall consist of the following:
    - (1) Nine (9) nutrition program participants, with three (3) representing each meal site.
    - (2) Others representing the public interest, consisting of:
      - (a) One (1) County Board Supervisor
      - (b) Aging Director
      - (c) Director of the Health & Human Services Department
    - (3) Meal site participants shall elect members to serve on the Committee.
  - b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
    - (1) This is an advisory Committee, not a policy making Committee.
    - (2) Meetings shall be held every two (2) months.
    - (3) Meetings shall provide opportunity for the Committee to address participant grievances and complaints.
3. **Long Term Support Advisory Committee.**
- a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at least thirteen (13) members, which shall consist of the following:
    - (1) Two (2) County Board Supervisors
    - (2) Five (5) individuals receiving long-term support services (or a relative or guardian of such individuals) representing each of the groups eligible for Community Options Program funding (frail elderly, physical disabilities, developmental disabilities, chronic mental illness, and chemical dependence);
    - (3) One (1) representative from each of the following:
      - (a) County Health Department
      - (b) Commission on Aging
      - (c) Health & Human Services Department
      - (d) Local nursing home



- (e) Local home health agency
  - (f) Local medical center.
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  - (1) This is an advisory Committee, not a policy making Committee.
  - (2) Meetings are held quarterly.
  - (3) The Long Term Support Advisory Committee, is responsible for approval and oversight of the Community Options Plan (and annual updates).
  - (4) Assuring coordination of services among local service providers and long-term support programs,
  - (5) Evaluating service delivery.
- 4. **Veteran Service Commission.**
  - a. **Membership.** The Veterans Service Commission shall be comprised of at least three (3) Residents of the County who are Veterans. Appointed by the County Board Chairperson for staggered three (3) year terms. Pursuant to §45.81.
  - b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
    - (1) This is an advisory Commission, not a policy making Commission.
    - (2) Meet a minimum two (2) times per year.
    - (3) Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans.
- 6. **North Central Wisconsin Workforce Development Board (NCWWDB).**
  - a. The County Board Chair shall appoint one (1) County Board Supervisor that shall be a member from the Planning and Development Committee to the NCWWDB. The Board meets quarterly and the Counties involved in this District include: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.
- 1. **Housing Authority.**
  - a. **Membership.** The Housing Authority shall be comprised of five (5) members appointed by the County Board Chair pursuant to §59.53(22)(b) and §66.1201(5)(a), Wisconsin Statutes, which shall consist of:
    - (1) Two (2) County Board Supervisors
    - (2) Three (3) Citizen members
- 2. **Central Wisconsin Community Action Council (CWCAC).**
  - a. The County Board Chair shall appoint one (1) County Board Supervisor to the CWCAC.

The Council meets six (6) times a year in even months with the following Counties involved: Adams, Juneau, Sauk, Columbia and Dodge.
  - b. **Duties and Responsibilities.** The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:

- (2) Prepare, carry out, acquire, leave and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects.
- (3) Own, hold, clear and improve property.
- (4) Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project.
- (5) Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes.

*Motioned by James/Keckeisen to keep the Land & Water and Planning & Zoning Committees separate. By comprising the Land and Water Conservation Committee consisting of (7) total members: (5) five County Board Supervisors, (2) of which shall serve on the Extension Committee, and the (5) same serve on the Planning & Zoning Committee, and (2) two citizen members, (1) of which shall be a FSA Representative.*

*To comprise the Planning & Zoning Committee consisting of (7) total members (5) five County Board Supervisors, the (5) same shall serve on the ((Land and Water Conservation Committee) (2) of which shall serve on the Extension Committee,)) and (2) citizen members.*

*Motion to keep the two committees separate and comprise the committee structure carried by roll call vote, 19 yes, 1 excused. Excused: Morgan.*

#### **LAND AND WATER CONSERVATION COMMITTEE**

**Membership:** The Land and Water Conservation Committee shall be comprised of four (4) County Board Supervisors, two of which are on the Extension Committee and one (1) FSA Representative.

**Oversight.** The Planning & Development Land and Water Conservation Committee shall confer and have policy making responsibilities for the following Departments: County Surveyor, Land & Water Conservation, Planning & Zoning, and Register of Deeds.

1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management.
  2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and maintain all ordinances passed and in accordance therewith.
  3. Supervision of operation and maintenance of County owned dams.
- C. **Sub Committees, Boards, and Commissions.** The Land and Water Conservation Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Drainage Board, Lake Districts, and Golden Sands Sub Committee.

#### **9. Lake Districts.**

##### **a. Membership.**

- (1) Pursuant §33.27, Wisconsin Statutes, upon formation of the District by the County Board, the County Board Chair is responsible for appointing four

~~(2)(4) or five (5) members of the initial Board of Commissioners, which operates the district until the first annual meeting. Three (3) members must be owners of property within the District, at least one (1) of whom must be a resident of the District if one (1) is willing to serve. If no resident is willing to serve, the requirement is waived. The County Board Chair shall appoint a member or nominee of the County's Land Conservation Committee as the County Board's appointee. Pursuant with §33.28(2m)(b), within thirty (30) days after the County Board order establishes the District, the governing body of the city, village or town within the largest valuation of property within the District is required to appoint the fifth (5<sup>th</sup>) initial Commissioner. The terms of these expires at the first (1) annual meeting of the district.~~

~~(3) Pursuant §33.27, Wisconsin Statutes, at the first (1) annual meeting of the County formed district, the legal residents and property owners, by secret ballot, elect Commissioners to succeed the initial Board appointed by the County Board Chair. While the Board generally includes three (3) elected Commissioners, the annual meeting is empowered to permanently increase the number of elected Commissioners to five (5). In addition to the elected representatives, the permanent Board of Commissioners includes an appointee of the city, village or town within the District with the largest equalized valuation and a nominee of the Land Conservation Committee appointed by the County Board.~~

b. **Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and §33.31, Wisconsin Statutes.

11. **Golden Sands Committee**

a. **Membership.** The County Board Chair shall appoint two (2) County Board Supervisors that shall be a member from the Planning and Development Committee to the Golden Sands Committee

b. **Oversight.** Manage natural and human resources in ways consistent with sound conservation principles by working across county lines to address local concerns.

c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

(1) To develop and implement a program of resource conservation and development for Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and Wood counties in an effort to conserve, develop and utilize natural resources and thereby improve general economic conditions.

(2) To coordinate and assist in carrying out the local and regional development plans of other organizations and agencies.

(3) To create a general awareness on the part of all people of the urgency and need for sustainable development, conservation and utilization of natural resources.

(4) **Drainage Board.**

- a. **Membership.** Pursuant to §88.17, Wisconsin Statutes, the Drainage Board shall be comprised of three (3) members, which shall be appointed by the Adams County Circuit Court.
- b. **Duties and Responsibilities.** The Drainage Board shall carry out all duties and responsibilities as specified in §88.17, Wisconsin Statutes.

**PLANNING & DEVELOPMENT ZONING COMMITTEE**

- D. **Membership.** The Planning & Development Zoning Committee shall be comprised of five ~~(5)~~ three (3) County Board Supervisors and two (2) citizen members
- E. **Oversight.** The Planning & Development Zoning Committee shall confer and have policy making responsibilities for the following Departments: County Surveyor, Land & Water Conservation, Planning & Zoning, and Register of Deeds.
- F. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. ~~Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management.~~
  2. ~~Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and maintain all ordinances passed and in accordance therewith.~~
  3. ~~Supervision of operation and maintenance of County owned dams.~~
  4. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and maintain all ordinances passed and in accordance therewith.
  5. Recommend amendments of the County Comprehensive Plan to the County Board.
  6. Review and take action on any Land Information policies and approval of expenditures and contracts needed, proposed by the Land Information Officer or Land Information Sub Committee.
- G. **Sub Committees, Boards, and Commissions.** The Planning & Development Zoning Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Board of Adjustments, ~~Central Wisconsin Community Action Counsel, Drainage Board, Housing Authority, North Central Wisconsin Regional Planning Commission, North Central Wisconsin Workforce Development Board, Rural Industrial Development Commission, Revolving Loan Fund and Lake Districts, Land Information Sub Committee and Golden Sands Sub Committee.~~
  1. **Board of Adjustments.**
    - a. **Membership.** The Board of Adjustments shall consist of no more than five (5) members of which the members must live within a town in the County, with no two (2) members from the same town. The County shall appoint two (2) alternates to the Board pursuant §59.694(2)(bm). The terms shall be staggered three (3) year terms appointed by the County Board Chairperson.

- b. **Duties and Responsibilities.** Pursuant to §59.694, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
- (1) Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an Administrative Officer.
  - (2) Hear and decide special exceptions to the terms of a Zoning Ordinance upon which the Board of Adjustment is required to pass.
  - (3) Authorize, upon appeal in specific cases, such variance from the terms of a Zoning Ordinance, as will not be contrary to the public interest, where due to special conditions, a literal enforcement will result in practical difficulty or are unnecessarily burdensome, so that the spirit of the Zoning Ordinance shall be observed, public safety and welfare secured, and substantial justice done.

~~3. **Central Wisconsin Community Action Council (CWCAC).**~~

- ~~a. The County Board Chair shall appoint one (1) County Board Supervisor to the CWCAC.~~
- ~~b. The Council meets six (6) times a year in even months with the following Counties involved: Adams, Juneau, Sauk, Columbia and Dodge.~~

~~4. **Drainage Board.**~~

- ~~a. **Membership.** Pursuant to §88.17, Wisconsin Statutes, the Drainage Board shall be comprised of three (3) members, which shall be appointed by the Adams County Circuit Court.~~
- ~~b. **Duties and Responsibilities.** The Drainage Board shall carry out all duties and responsibilities as specified in §88.17, Wisconsin Statutes.~~

~~5. **Housing Authority.**~~

- ~~a. **Membership.** The Housing Authority shall be comprised of five (5) members appointed by the County Board Chair pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin Statutes, which shall consist of:~~
- ~~(1) Two (2) County Board Supervisors~~
  - ~~(2) Three (3) Citizen members~~
- ~~b. **Duties and Responsibilities.** The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:~~
- ~~(6) Prepare, carry out, acquire, leave and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects.~~
  - ~~(7) Own, hold, clear and improve property.~~
  - ~~(8) Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project.~~
  - ~~(9) Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes.~~

~~6. **North Central Wisconsin Regional Planning Commission (NCWRPC).**~~

- ~~a. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:~~

- (1) The County Board Chair shall appoint one (1) member to the NCWRPC, pursuant §66.0309(3)(a) 1, Wisconsin Statutes.
- (2) Two (2) members from each participating County shall be appointed by the Governor. At least one (1) appointee shall be a person, selected from a list of two (2) or more persons nominated by the County Board, who has experience in local government in elective or appointive offices or who is professionally engaged in advising local governmental units in the fields of land-use planning, transportation, law, finance, engineering or recreation and natural resources development. The Governor in making appointments under this subdivision shall give due weight to the place of residence of the appointees within the various Counties encompassed by the region, pursuant §66.0309(3)(a) 2, Wisconsin Statutes.

6. ~~North Central Wisconsin Workforce Development Board (NCWWDB).~~

- a. ~~The County Board Chair shall appoint one (1) County Board Supervisor that shall be a member from the Planning and Development Committee to the NCWWDB.~~
- b. ~~The Board meets quarterly and the Counties involved in this District include: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.~~

7. ~~Rural Industrial Development Commission.~~

- a. ~~Membership.~~ The Rural Industrial Development Commission shall consist of seven (7) members that reflect the diversity of needs within the County. ~~Ex Officio members include the President of the Village of Friendship, Mayor of the City of Adams, and all Chairpersons of all Town Boards within the County. The Commission shall consist of representatives from the following and shall be appointed by the County Board Chair and approved by the County Board:~~
  - ~~(8) Adams Columbia Electric Cooperative~~
  - ~~(9) Adams County Board Supervisor~~
  - ~~(10) Adams County Banks~~
  - ~~(11) Local Business Community~~
  - ~~(12) Towns~~
  - ~~(13) City of Adams~~
  - ~~(14) Village of Friendship~~
- b. ~~Duties and Responsibilities.~~ Duties and responsibilities include, but are not limited to the following:
  - ~~(4) This is an advisory Commission, not a policy making Commission.~~
  - ~~(5) The Rural Industrial Development Commission shall elect annually a President, Vice-President, Recorder of the minutes, and Treasurer.~~
  - ~~(6) Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved by the County Board.~~

8. ~~Revolving Loan Fund.~~

- a. ~~Membership.~~ The Revolving Loan Fund shall be comprised of the Board of Directors of the Rural Industrial Development Commission.

Adams County Board Room, APRIL 20, 2010, 9:30 a.m.

- b. ~~**Duties and Responsibilities.**~~ Duties and responsibilities include but are not limited to the following:

- ~~(1) This is an advisory Board, not a policy-making Board.~~
- ~~(2) Serve new and expanding businesses in Adams County~~
- ~~(3) Provide gap financing~~
- ~~(4) Encourage investment~~
- ~~(5) Encourage creation of permanent, year round jobs~~
- ~~(6) Encourage retention and expansion of existing businesses~~
- ~~(7) Attract new business~~
- ~~(8) Encourage development of modern industrial technology, and a safe, healthful work environment in Adams County.~~

9. ~~**Lake Districts.**~~

b. ~~**Membership.**~~

- ~~(4) Pursuant §33.27, Wisconsin Statutes, upon formation of the District by the County Board, the County Board Chair is responsible for appointing four (4) or five (5) members of the initial Board of Commissioners, which operates the district until the first annual meeting. Three (3) members must be owners of property within the District, at least one (1) of whom must be a resident of the District if one (1) is willing to serve. If no resident is willing to serve, the requirement is waived. The County Board Chair shall appoint a member or nominee of the County's Land Conservation Committee as the County Board's appointee. Pursuant with §33.28(2m)(b), within thirty (30) days after the County Board order establishes the District, the governing body of the city, village or town within the largest valuation of property within the District is required to appoint the fifth (5<sup>th</sup>) initial Commissioner. The terms of these expires at the first (1) annual meeting of the district.~~
- ~~(5) Pursuant §33.27, Wisconsin Statutes, at the first (1) annual meeting of the County formed district, the legal residents and property owners, by secret ballot, elect Commissioners to succeed the initial Board appointed by the County Board Chair. While the Board generally includes three (3) elected Commissioners, the annual meeting is empowered to permanently increase the number of elected Commissioners to five (5). In addition to the elected representatives, the permanent Board of Commissioners includes an appointee of the city, village or town within the District with the largest equalized valuation and a nominee of the Land Conservation Committee appointed by the County Board.~~

- b. ~~**Duties and Responsibilities.**~~ Duties and responsibilities are set forth in §33.29 and §33.31, Wisconsin Statutes.

10. **Land Information Committee**

- a. **Membership.** The Adams County Land Information Committee will consist of the County Board Chair, Administrative Coordinator/Director of Finance, GIS Technican, Land Information Officer, County Register of Deeds, County Treasurer, County Clerk and a representative from each of the following

Adams County Board Room, APRIL 20, 2010, 9:30 a.m.

Departments: Solid Waste, MIS, Land and Water Conservation, Planning and Zoning, Sheriff, Emergency Management, Highway Commission, Real Property Lister and County Surveyor (in an advisory capacity only).

- b. **Oversight.** The Land Information Committee shall confer and have policy development responsibilities and oversight for the Land Information functions and duties.
- c. **Duties and Responsibilities.** The Land Information Committee shall carry out all duties and responsibilities in accordance with §59.72, Wisconsin Statutes.

~~11. **Golden Sands Committee**~~

- ~~d. **Membership.** The County Board Chair shall appoint two (2) County Board Supervisors that shall be a member from the Planning and Development Committee to the Golden Sands Committee~~
- ~~e. **Oversight.** Manage natural and human resources in ways consistent with sound conservation principles by working across county lines to address local concerns.~~
- ~~f. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:~~
  - ~~(1) To develop and implement a program of resource conservation and development for Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and Wood counties in an effort to conserve, develop and utilize natural resources and thereby improve general economic conditions.~~
  - ~~(2) To coordinate and assist in carrying out the local and regional development plans of other organizations and agencies.~~
  - ~~(3) To create a general awareness on the part of all people of the urgency and need for sustainable development, conservation and utilization of natural resources.~~
  - ~~(4) To secure the required technical, financial, education and other services required to develop and implement a plan of work.~~

**PROPERTY COMMITTEE**

- A. **Membership.** The Property Committee shall be comprised of five (5) members of the County Board for oversight of County owned property.
- B. **Oversight.** The Property Committee shall confer and have policy making responsibilities as described below:
- C. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:
  - 1. To maintain and keep in repair all public buildings and personal property owned and operated by Adams County, to allocate departmental space in all county buildings among all departments, excluding buildings operated by the Solid Waste Department, the Highway Department, the Parks, and the Dams to ensure and monitor the proper operation and management of all county owned property, both real and personal.



2. To cause to be prepared by all department heads full and accurate inventories of all personal property owned by Adams County in each department no later than the 20<sup>th</sup> of January of each year and to cause the same to be filed in the office of the Administrative Coordinator. This committee shall see that such departments keep a perpetual inventory of the county-owned property, and the committee shall make at least annual inspections of such property, including the county jail. All county surplus property shall be listed with the Property Committee. County surplus materials will be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned to MIS department budget as revenue, 80% of all other property to be returned to the furniture carryover account. (per resolution #48-2006) The committee shall consider, review and recommend the acquisition, lease, rent or sale of any real or personal county property for public uses or purposes, as required by law, to the County Board for approval pursuant to §59.52(6) of the Wis. Stats.
3. Appraise and advertise lands acquired by tax deed or by in rem proceedings, pursuant §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax deed or in rem proceedings, requires approval of the County Board.
4. Hold a public auction periodically to dispose of surplus equipment and goods not sold through Practical Cents or any other county approved outlet.
5. The County Clerk is authorized to execute and sign any and all legal documents relating to sale and purchase of real or personal property.
6. Propose and approve contracts, leases, fees, expenditures or other agreements as necessary for the construction, improvement, equipment, maintenance, and operation of the Airport.
7. Review reports presented by the Airport Manager.

**Sub Committees, Boards and Commissions.** The Property Committee shall be responsible for interaction, communication and recommendations to the County Board of Supervisors with respect to the Airport Commission and Adams County Fairboard.

1. **Airport Commission.**

- a. **Membership.** The Airport Commission shall be comprised of two (2) County Board members from the Public Works Committee and three (3) members especially interested in aeronautics appointed by the County Board Chair.
- b. **Duties and Responsibilities.** Pursuant to §114.14, Wisconsin Statutes, duties and responsibilities shall be as follows:
  - (1) The Airport Commission shall have complete and exclusive control and management over the airport as vested by the County.
  - (2) The commission shall provide a report to the Public Works Committee quarterly.

2. **Fairboard.**

- a. **Membership.** The County Board Chair shall appoint one (1) County Board Supervisor that shall be a member from the Property Committee to the Fairboard as a liaison member.

- b. **Duties and Responsibilities.** Attend Fairboard meetings as a nonvoting member to assist and ensure communication between the entities.

(1) The Fairboard shall provide a report to the Property Committee quarterly.

**PUBLIC SAFETY & JUDICIARY COMMITTEE**

- A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors, of which one (1) shall be the County Board Chair.
- B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer and have policy making responsibilities for the following Departments and Operations: Child Support, Clerk of Circuit Courts, Coroner, District Attorney, Emergency Management, Office of the Family Court Commissioner, Register in Probate, and Sheriff.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  - 1. Review and approve as necessary emergency management plans for the County, consistent with the State Plan of Emergency Management, assist in the review and approval of Municipal Emergency Management Plans, and integration of such plans with the County plan.
  - 2. Act as the Emergency Management Committee pursuant §166.03(4)(c), Wisconsin Statutes.
  - 3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.
  - 4. Approve rules, regulations and policies specific to the Sheriff's Department.
  - 5. Oversee the County Court and Court related processes.
  - 6. Pursuant §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail shall lay before the board or the committee a calendar setting forth the name, age and cause of committal of each prisoner. If it appears the Board or Committee that any provisions of the law have been violated or neglected, the Board or the Committee shall immediately give notice of the violation to the District Attorney of the County.
  - 7. Shall conduct public hearings pursuant to section §59.26 and any amendments, codifications or renaming of said statute.
- D. **Sub Committees, Boards, and Commissions.** The Public Safety & Judiciary Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Local Emergency Planning Commission.
  - 1. **Local Emergency Planning Commission.**
    - a. **Membership.** Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency Planning Commission is required to have members as specified in 42 USC 11001(c), which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301(c))

requires that the Committee consist of at least one (1) representative from each of the following groups;

- (1) Elected State and Local Officials
- (2) Law Enforcement
- (3) Fire
- (4) Emergency Management
- (5) Health Professionals
- (6) Environmental
- (7) Representatives of facilities subject to the Emergency Planning requirements and the Media.

b. **Duties and Responsibilities.** Pursuant to 42 USC 11000 to 11050 and under §166.20 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:

- (1) This is an advisory Committee, not a policy making Committee.
- (2) Consult and coordinate with the County Board, the County and local heads of emergency management services, and the Public Safety & Judiciary Committee in the execution of the Local Emergency Planning Commission's duties.

*Motioned by Babcock/Keckelsen to keep the Highway and Solid Wastes Committees separate. By comprising the (2)two committees of (5) five of the same County Board Supervisors.*

*Motion to keep the two committees separate and comprise the committee structure carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Sumpter. Excused: Morgan.*

#### SOLID WASTE COMMITTEE

**Membership:** The Solid Waste Committee shall be comprised of five (5) County Board Supervisors

- A. **Oversight.** The Solid Waste Committee shall confer and have policy making responsibilities for the Solid Waste
- B. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. General policy making responsibility for the operations of the Solid Waste Department.
  2. Remain updated of changing legislation regarding waste disposal and recycling, and ensure County compliance.

#### ~~PUBLIC WORKS COMMITTEE~~ HIGHWAY COMMITTEE

- C. **Membership.** The ~~Public Works~~ Highway Committee shall be comprised of five (5) County Board Supervisors.
- D. **Oversight.** The ~~Public Works~~ Highway Committee shall confer and have policy making responsibilities for the following: Highway, Solid Waste.
- E. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

3. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.
- ~~4. General policy making responsibility for the operations of the Solid Waste Department.~~
- ~~5. Remain updated of changing legislation regarding waste disposal and recycling, and ensure County compliance.~~
- F. **Sub Committees, Boards, and Commissions.** The Public Works Highway Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Traffic Safety Commission.

1. **Traffic Safety Commission.**

- a. **Membership.** The Traffic Safety Commission shall be comprised of the following:
  - (1) Highway Commissioner
  - (2) Sheriff or Chief Deputy
  - (3) County Highway Safety Coordinator (WHO IS THIS)
  - (4) One (1) representative designated by the County Board Chair from each of the disciplines of education, medicine, and law
  - (5) Three (3) representatives involved in law enforcement, highways, and highway safety
- b. **Duties and Responsibilities.** Include but are not limited to:
  - (1) Meet at least quarterly to review traffic accident data from the County and other traffic safety related matters, and carryout all other duties pursuant to 83.013
  - (2) Upon review, the Commission shall make written recommendation for any corrective action it deems appropriate to the Department of Transportation, County Board, Public Works Committee or any other appropriate branch of local government.
  - (3) Committee shall file a report on each meeting with the Department of Transportation.
  - (4) The Department of Transportation shall furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state and county highways in the jurisdictions represented in each Commission, which shall identify the accident rates and arrest rates on their highways, and shall also furnish a suitable map for use in spotting accidents.

**PARKS COMMITTEE**

- A. **Membership.** The Parks Committee shall be comprised of five (5) County Board Supervisors.
- B. **Oversight.** The Parks Committee shall confer and have policy making responsibilities for the Parks Departments.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. General policy making responsibility for parks, trails, lake access areas, and recreation property operated, maintained and developed by the County to

2. provide adequate and safe facilities for all users following the five (5) year recreational plan.
3. Assist in determining appropriate programs to be provided by the Recreation Program.

#### EXTENSION

- A. **Membership.** The Extension & Recreation Committee shall be comprised of five (5) County Board Supervisors.
- B. **Oversight.** The Extension & Recreation Parks Committee shall confer and have policy making responsibilities for the following Departments: Parks and UW Extension.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
  1. Assist in determining appropriate programs to be provided by the Extension and Recreation Program.
  3. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes.
  4. Assist in determining appropriate programs to be provided by the County's UW Extension.

#### SPECIAL OR AD HOC COMMITTEES

- A. **Duties and Responsibilities.** Special or Ad Hoc Committees will be created by the County Board Chair as the need arises, to carry out a specific task ordered by the Chair, which duration shall automatically cease upon completion, or at the direction of the Chair.

#### ETHICS INQUIRY COMMITTEE

This Policy hereby creates an Ethics Inquiry Committee.

- A. **Membership.** The Ethics Inquiry Committee shall be composed of the five (5) most junior members of the County Board, excluding those who would be the subject of that investigation, or those who would request an exemption from selection for extenuating circumstances. Should a member be excluded from the Ethics Inquiry Committee for any reason, the next most junior member shall take their place, but must have no financial or personal interest in issues before the Ethics Inquiry Committee.
- B. **Duties and Responsibilities.** The Ethics Inquiry Committee shall be responsible for investigating a complaint, and conducting a fact finding hearing pursuant to subparagraph 4.13(E) below, in any case where the Ethics Inquiry Committee has found that probable cause exists for believing the allegations of a complaint referred to the Committee after preliminary review pursuant to subparagraph 4.13(B) through (D).

#### RULE XXIV: COMMITTEE ORGANIZATION

The County Board Chair shall appoint all members of all Committees after receiving recommendations from the Committee on Appointments. The appointments are subject to County Board approval.

- A. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remainder of the term.
- B. A majority of the members of any Committee shall constitute a quorum for the transaction of business.
- C. Each Committee shall: The Chair of each Committee shall report to the County Board of their Committee activities as requested at County Board meetings.

**RULE XXV: COUNTY LIBRARY**

- A. The County Library shall have all the powers and duties consistent with Chapter 43 of the Wisconsin Statutes as may be amended from time to time.

**RULE XXVI: RESOLUTIONS AND ORDINANCES**

- A. Resolutions and Ordinances sponsored by Committees or individual Supervisor shall be in writing and filed with the County Clerk seven (7) days prior to the next meeting of the County Board.
- B. Unless otherwise directed by a majority vote of Supervisors present, oral reading of any proposed Resolution or Ordinance shall be waived subsequent to reading of the Intent and Synopsis, Be it Resolved, and Supervisors who signed the document, as long as all Supervisors have received a written copy of such Resolution or Ordinance in advance of the reading.

*Motioned by Ward/Klingforth to leave C. as was and remove D. Motion carried by roll call vote, 19 yes, 1 excused. Excused: Morgan.*

- C. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least one (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have signatures of a majority of the Supervisors of that Committee. All Resolutions shall be titled and carry a preamble setting for the Intent and Synopsis, Fiscal Note, and sponsor(s). ~~Prior to preparing the agenda for the County Board meeting, the Administrative Coordinator/Director of Finance and Corporation Counsel shall review all Resolutions and Ordinances.~~
- D. Corporation Counsel shall receive electronically, copies of all resolutions, ordinances and petitions to review. After reviewing the documents, if any corrections are needed, it is the responsibility of the Corporation Counsel to provide the corrected document, with signatures, to the County Clerk **prior** to the Tuesday before the County Board meeting.
- E. Copies of late (should be exceptions and not the Rule) Resolutions or Ordinances shall be provided to all Supervisors, Administrative Coordinator/Director of Finance, Corporation Counsel, Personnel Director and Department Heads, and shall be read by the County Clerk. The County Board may consider them as long as the Resolution or Ordinance has been timely noticed in accordance with the Open Meetings Law and upon approval of the County Board Chair. The County Board may reconsider any action taken one (1) month previous as long as the prior action taken was properly noticed on the agenda. The County Clerk shall keep on file a copy of the agenda for public review.

F. All Resolutions and Ordinances shall start with the number 1 at the beginning of each calendar year. For example: Resolution 2006-1 or Ordinance 2006-1.

**RULE XXVII: NEW POSITIONS**

New permanent County positions not included in the budget that require transfer of funds shall not be created without approval of two-thirds ( $\frac{2}{3}$ ) of the County Board member's present.

**RULE XXVIII: CLAIMS AGAINST THE COUNTY**

- A. All claims shall be brought against the county in compliance with §59.07 and §893.80 Wisconsin Statutes,
- B. The Corporation Counsel shall review claim(s) against the County in accordance with section 59.52 (12) (a) (b)

**RULE XXIX: RULES IN VIOLATION OF LAW**

If any rule herein shall be determined to be in conflict with any state or federal law or ruled invalid by any court of competent jurisdiction, the remainder of these rules shall not be affected.

**RULE XXX: DEFINITIONS**

- A. Pronouns of masculine gender used herein refer to persons of either sex.
- B. Majority shall mean the majority of the elected or appointed Supervisors present.
- C. The term Committee shall be used herein to refer to Committees, Boards, and Commissions, unless otherwise specifically noted.

*Motion by Ward/Keckeisen to adopt Res. #16 as amended carried by roll call vote, 19 yes, 1 excused. Excused: Morgan*

**Res. #17:** Motioned by Klingforth/Sumpter to adopt Res. #17 to rescind all prior Resolutions establishing non-lapsing, carryover, and continuing appropriation accounts, with the intent to re-establish those continuing appropriation accounts that are necessary for County operations. Motion to adopt Res. #17 carried by roll call vote, 19 yes, 1 excused. Excused: Morgan.

**Res. #18:** Motioned by West/Ward to adopt Res. #18 to transfer funds from the General Fund to cover budgets that were not adequate in 2009. Motion to adopt Res. #18 carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Keckeisen. Excused: Morgan.

**Res. #19:** Motioned by Keckeisen/Klingforth to adopt Res. #19 to authorize a transfer of \$390,083 from the General Fund unreserved, undesignated fund balance to the Solid Waste unreserved, undesignated fund balance for the setup of the Enterprise Fund. Motion to adopt Res. #19 carried by roll call vote, 19 yes, 1 excused. Excused: Morgan.

**Res. #20:** Motioned by England/Babcock to adopt Res. #20 to authorize out of state travel for the Administrative Coordinator. James to call the question. Motion to adopt Res. #20 carried by roll call vote, 16 yes, 3 no, 1 excused. Voting no, Miller, Sumpter,

Ward. Excused: Morgan.

**Res. #21:** Motioned by Renner/James to adopt Res. #21 a Resolution Authorizing an Intergovernmental Agreement between Adams County and the Ho-Chunk Nation. Motion to adopt Res. #21 carried by roll call vote, 19 yes, 1 excused. Excused: Morgan.

**Res. #22:** Motioned by Stuchlak/Gatterman to adopt Res. #22 to authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for \$9,000.00 from the Wisconsin Department of Natural Resources "Lake Management Planning Grant Program", for the purpose of funding a study to determine the economic impact of algae blooms on the Petenwell and Castle Rock Flowages. Motion to adopt Res. #22 carried by roll call vote, 19 yes, 1 excused.

**Res. #23:** Motioned by James/Stuchlak to adopt Res. #23 to apply for Wisconsin DNR Lake Protection Grant to offset the costs of revising the Adams County Shoreland Protection Ordinance. Motion to adopt Res. #23 carried by roll call vote, 19 yes, 1 excused. Excused: Morgan.

**Res. #24:** Motioned by Allen/Keckeisen to adopt Res. #24 to enter into an Agreement with Agricair, LLC to operate a commercial spraying service. Motioned by Johnson/Sumpter to amend Res. #24 to add, "be it further resolved per attachment

item #11 the portion of the well cost owed by the County shall be paid from the Airports budget." Motion to amend Res. #24 carried by roll call vote, 19 yes, 1 excused. Excused: Morgan. Motion to enact amended Res. #24 carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, James. Excused: Morgan.

**Res. #25:** Motioned by Sumpter/Stuchlak to adopt Res. #25 to authorize the Adams County Surveyor to complete a new Assessor's Plat to define property boundaries for lots 1-5 and 16-18 in Town of New Haven Assessor's Plat #1 with the intent Adams county will pay for all costs associated with the new Assessor's Plat. Motion to adopt Res. #25 carried by roll call vote, 19 yes, 1 excused. Excused: Morgan.

**Ordinances:**

**Ord. #03:** Motioned by James/Renner to enact Ord. #03 an ordinance instituting a medical examiner system and abolishing the elective office of coroner. Keckeisen to call the question. Motion to enact Ord. #03 failed by roll call vote, 12 yes, 7 no, 1 excused. Voting no, Allen, Gatterman, Johnson, Licitar, Miller, Stuchlak, and Sumpter. Excused: Morgan.

See County Board Minutes April 30, 2010.



(Ord .03 was brought back for reconsideration on April 30<sup>th</sup>, upon discovery a 2/3 vote is not needed for the Ord. to pass. On April 30<sup>th</sup>, an amendment, vote on the amendment and a revote took place. The ordinance passed.)

**Denials:**

**Den. #01:** Motioned by Keckeisen/Stuchlak to enact Den. #01 to rezone a parcel of land owned by Robert Marx in the Town of Adams located in the SW¼, SW¼, Section 27, Township 17 North, Range 6 East, not amended to reflect that the following described property (40 acres) be changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District. Motioned by Keckeisen/Allen to refer Den. #01 back to committee. Motion to refer Den. #01 back to committee, carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Miller. Excused: Morgan.

**Petitions:** None

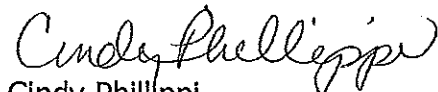
Motioned by Sumpter/Allen to approve claims. Motion carried by unanimous voice vote. Motioned by James/Sumpter to approve per diem and mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Keckeisen to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Set next meeting date for April 30, 2010 at 9:30 a.m.

Motioned by West/Ward to adjourn at 1:25 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi,  
Adams County Clerk

These minutes have not been approved.

ADAMS COUNTY BOARD OF SUPERVISORS ORGANIZATIONAL MEETING  
ADAMS COUNTY BOARD ROOM  
April 30, 2010, 9:30 a.m.

P70

The Adams County Board of Supervisors meeting was called to order by Chairperson Sebastiani at 9:30 a.m.

**Roll Call of Supervisors:** Dist. #02-Diane England; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07 -Joe Stuchlak; Dist. #08-Patrick Gatterman; Dist. #09-Pat Townsend; Dist. #10-Joanne Sumpter; Dist. #11-Jack Allen; Dist. #12-Florence Johnson; Dist. #13-Michael Keckeisen; Dist. #14-Bev Ward; Dist. #15-David Renner; Dist. #17-Bill Miller; Dist. #18-Terry James; Dist. #19-Karl Klingforth. Excused: Dist.#01- Glenn Licitar, Dist. #16-John West, Dist. #20-Deena Griffin.

West present at 9:32 a.m.

Motioned by Allen/Klingforth to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/Sumpter to approve the March 16, 2010 minutes. Motion carried by unanimous voice vote.

**Correspondence:** None

**Appointments:** Motioned by Ward/Keckeisen to approve appointments of committees, boards and commissions as presented. Motioned by James/Klingforth to amend the appointments of committees, boards and commissions removing Griffin from Tri Lakes District Committee and replacing with James. Motion to amend appointments carried by roll call vote, 18 yes, 2 excused. Excused: Griffin and Licitar. Motion to approve amended appointments carried by roll call vote, 17 yes, 1 no, 2 excused. Voting no, Klingforth. Excused: Griffin and Licitar.

**Unfinished Business: Ordinance #03:** An Ordinance Instituting A Medical Examiner System And Abolishing The Elective Office Of Coroner. Ordinance #03 was presented at April 20, 2010 County Board meeting. It was recorded as failed for lack of 2/3 vote, however after further research a 2/3 vote was not necessary. First motion to adopt on April 20<sup>th</sup> stands: Discussion can occur per legal advice. Motioned by Gatterman/Miller to amend Ordinance #03 to create a Multi Interest Ad Hoc Committee to consist of: one member from Public Safety & Judiciary, current Coroner, Sheriff, District Attorney or Representative, and a Citizen from Moundview Memorial Hospital. Motion to amend Ordinance #03 carried by roll call vote, 17 yes, 1 no, 2 excused. Voting no, Kotlowski. Excused: Griffin and Licitar. Motion to enact Ordinance #03 as amended carried by roll call vote, 16 yes, 2 no, 2 excused. Voting no, Renner and Stuchlak. Excused: Griffin and Licitar.

Deena Griffin present at 9:52.

**Reports and Presentations:** North Central regional Planning Commission Presentation was given.

**Recess:** Chairperson, Sebastiani call for a recess at 10:08 a.m. to view the Video Conferencing Demonstration in the Court Room.

**Reconvene:** Chairman Sebastiani called the meeting back to order at 11:00, a.m. 20 present.

Motioned by Keckeisen/Gatterman to accept appointment of Ad Hoc Committee by Chairman Sebastiani to list Public Safety & Judiciary Terry James, Sheriff, Dave Renner, Citizen from Moundview Memorial Hospital, District Attorney Mark Thibodeau and Terry Scheel. Committee to report back to County Board by June 30, 2010 Motion carried by roll call vote, 20 yes.

**Repots and Presentation:**

Administrative Coordinator/Director of Finance gave a 2009 Annual Report.

Daric Smith, Rural Industrial Development, gave an update.

**Old Business:** Bev Ward brought back Rules of Board from April 20, 2010 County Board meeting.

Motioned by Ward/West to strike #2 "Responsible for review of the Rules of the Board & Personnel & General Administrative Policies" under Executive Committee," and strike, "Airport Commission," from Highway Committee placing under Property Committee. Motion carried by roll call vote, 20 yes.

**Resolutions:**

**Res. # 26:** Motioned by James/West to adopt Res. #26 Personnel and General Administrative Policies of Adams County. Motion to adopt Res. #26 carried by roll call vote, 19 yes, 1 no. Voting no, Gatterman.

**Res. # 27:** Motioned by Keckeisen/Babcock to adopt Res. #27 Acquisition and Maintenance of the STH 21 and Wisconsin River wayside/boat ramp. Motioned by Ward/West to amend Res. #27 **BE IT FURTHER RESOLVED:** That a non-lapsing account be established in the Highway Parks budget for the sole purpose of maintaining this facility, and that a transfer of \$20,000.00 from the General Fund be made to said non-lapsing account to fund that operation for 2010. To strike the word "Highway" to replace with Parks. Motion to amend Res. #27, carried by roll call vote, 17 yes, 3 no. Voting no, Johnson, Morgan and Ward. Motion to adopt amended Res. # 27 carried by roll call vote, 17 yes, 3 no. Voting no, Johnson, Morgan, and Ward.

**Ordinances:** None

**Denials:** None

**Petitions:** None

Motioned by Johnson/Ward to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Set next meeting date for May 18, 2010 at 6:00 p.m.

Motioned by West/Ward to adjourn at 11:50. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Phillippi

Recording Secretary

These minutes have not been approved.

**Minutes of Executive Committee Meeting**  
**April 12, 2010 – 9:00 a.m.**  
**Room A-231**

Meeting called to order by Chairman Al Sebastiani at 9:00 a.m. The meeting was properly announced. No new correspondence.

Members present: Al Sebastiani, David Renner, Cindy Loken, and Diane England. Members excused: Beverly Ward.

Others present were: Barbara Petkovsek, Administrative Coordinator/Director of Finance; Jack Albert, Corporation Counsel; Marcia Kaye, Personnel Director; District Attorney Mark D. Thibodeau; Sheriff Darrell Renner; Chief Deputy David July; Dan Calef, Library Director; Mike Keckeisen, County Board Supervisor, District #13; Jon ("Jake") Roseberry, Roseberry's Funeral Home, Inc.; and Diane Heider, Legal Assistant, recording secretary.

Motion by Renner, seconded by Loken to approve the Agenda. **Motion carried by unanimous vote.**

Motion by Loken, seconded by England, to approve the Minutes of Executive Meeting of March 8, 2010. **Motion carried by unanimous vote.**

Public participation as needed.

Discussion was held regarding instituting a Medical Examiner System and abolishing the elective office of Coroner. Motion Renner, seconded by England to present an Ordinance to the County Board at the April Board Meeting. **Motion carried by unanimous vote.**

**10:35 a.m. Recess.**

**10:40 a.m. Reconvened.**

Discussion was held regarding Library need for additional staffing. **No action taken.**

Discussion was held regarding setting salaries of Clerk of Circuit Court and Sheriff. Motion by Loken, seconded by England to place on the May Agenda. **Motion carried by unanimous vote.**

Discussion was held regarding Administrative Coordinator/Director of Finance Resolution Authorizing Out-of-State Travel to Deferred Compensation Program in Dublin, Ohio. Motion by Loken, seconded by England to approve and to present to County Board for approval. **Motion carried by unanimous vote.**

Discussion was held regarding proposed changes to Solid Waste Secretary/Scale Clerk position. Motion Loken, seconded by Renner, to approve changes. **Motion carried by unanimous vote.**

**Barb Petkovsek** presented the Administrative Coordinator/Director of Finance monthly report of department activities and budget.

**Jack Albert** presented the Corporation Counsel monthly report of department activities and budget.

**Marcia Kaye** presented the Personnel Director monthly report of department activities and budget.

**Motion by Renner, seconded by Loken, to approve vouchers. Motion carried by unanimous vote.**

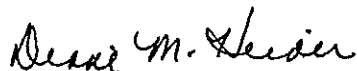
**Action items for next meeting:**

1. Discuss and/or act on Medical Examiner Ordinance and Intergovernmental Agreement.
2. Discuss and/or act on employing additional Library staff.
3. Discuss and/or act on Resolution setting salaries of Clerk of Circuit Court and Sheriff.

**Scheduling of next meeting date will be determined after new County Board members are seated.**

**12:45 p.m. Motion by Loken, seconded by England to adjourn. Motion carried by unanimous vote.**

Respectfully submitted,



Diane M. Heider, Legal Assistant  
Recording Secretary

# Minutes from the 03-10-2010 Highway Department-Traffic Safety Meeting

Called to order: 11:05 a.m.

Properly announced? Yes

Agenda approved Hanson/Flash

No agenda additions

Approved minutes from last meeting: Liethen/Barnes

## Attendance:

Laurie Falash	Sheriff's Dept.	Todd Hansen	Adams P.D.
Dennis Premo	Highway Dept.	Jeff Liethen	Wis. St. Patrol
Herb Barnes	A-F Schools	Adam Osypowski	WIS-DOT

No public participation

Spoke of filling Patti Nelles position. Temporary contact is Dennis Huges

Discussion on the road work and detour on Cth Z –No. of Hwy 21 to 18<sup>th</sup> La  
The plan is to start in April and may last to June.

Starting in September around labor day will be replace pavement and improve side slopes  
on Hwy 13 No. of Cth. D and up to Hwy 73 to the east.

There will be curb and gutter work on Liberty St from Main Street to Liberty Manor.

## Old Business:

Talk of previous issues on snow removal on North St to State St.  
Snow removal is County responsibility.

## New Business:

Talk of Safety Plan: Look into getting the legal tips or issues as a weekly newspaper  
reach to information to the public.

Up coming meetings to be held:

May 12, 2010

Aug. 11, 2010

Nov. 10, 2010

Meeting adjourned Falash/Liethen

**ADAMS COUNTY HUMANE SOCIETY BOARD OF DIRECTORS**  
**Minutes of the Board Meeting**  
**APRIL 8, 2010**

Adams-Columbia Electric Cooperative – 4:45 pm

President Brenda Merkle called the regular meeting of the ACHS Board of Directors to order at 4:51 pm. The meeting was held at ACEC.

**Those in attendance:** Brenda Merkle, Christopher Kulke, Mary Anne Keul, Linda Mohns, Lynn Moen, Carol Berry and Patrick Gutterman.

**Guests:** Christina Ackerman and Cindy Loken

**Approval of Minutes:** The minutes of 03/11/10 were approved by motion from Patrick, seconded by Christopher.

**Treasurer's Report:** The March treasurer's report was reviewed and accepted as presented.

- Linda indicated that she had received another large invoice from the Lawyer. It was decided that all contact with the Lawyer will now only be done by Brenda in order to keep the bills under control. The report was accepted as presented.
- Linda reported that the electric bill is still high and Mary Anne is still working on getting quotes for insulating the building and more cost effective lighting. Patrick will email Christopher information on applying for a grant to help with the costs of this and other building issues.

**Manager's Report:** The March Manager's Report was reviewed.

- ACO is not trapping cats. This will hurt in the long run as there will be more cats in the area producing even more cats/kittens.
- Total number of animals is down. Christina has been pulling animals from MADDAC because of their very adoptable dogs, which brings more traffic and interest to the shelter.
- Christina reported on her trip to Madison and Shelter from the Storm, Spay and Neuter program. A very busy educational day but wouldn't be feasible at this time for us because of cost, the number of animals needed to have them transport the animals, not enough space or staff. Christina is still learning more and will report back.
- Christina is still working at getting copies of contracts from other shelters.
- We are not participating in "kids day" this year.
- Clean up has been cancelled because the Huber guys were able to get everything taken care of.
- There is a Shelters & Rescue Seminar in Elkhart Lake on May 2<sup>nd</sup> that Christina and Brenda will be attending.
- More fencing has been donated but more is needed to allow all the dogs' access to the outside at the same time. Work has been done as time permits to get the fences and runs put up.

**OLD BUSINESS:**

**Report on County Contract Meeting:** Held on 3/25/10 and attended by Carol, Mary Anne and Brenda. Reviewed contracts from other Counties and will be meeting again on 04/19/2010 to continue to make progress on drawing up a contract.

**Building Insurance** Mary Anne is still working on getting quotes.

**NEW BUSINESS:****Board Member changes:**

**Patrick's resignation** as of 4/9/10 because he was voted onto the County Board  
**Lynn stepping down as Secretary** as of 4/8/10 because Lynn is busy with the Fresh Ideas Committee

**Nominating Carol as Secretary** Motion made by Mary Anne and seconded by Patrick to finish Lynn's term as Secretary (thru October) starting immediately.

**Linda and Brenda stated that they will be giving up their positions in October.**

**New board member suggestions:**

Marianne Harrington, Jennifer Murray, Al Schmidt, Lynn Westlund, Kathy Krass, and Cindy Loken

Lynn Westlund will be a guest at the 5/13/10 BOD Meeting

Al Schmidt will be a guest at the 6/1/10 BOD Meeting

**Assistant Manager – does she get vacation, 40 hours?**

No vacation, approx 30 hours a week, recommended 30, 60 & 80 day evaluations

**Adjusting the hours of shelter employees**

- It was recommended that no more than 56 hours each week, other than Christina, be worked at the shelter due to budget concerns.
- Monica has been volunteering in the dog room and would be willing to take any hours available to her. Christina has the ability for the next three weeks to give Monica 3 hours of training (one morning) in the cat room each week and 8 hours of training (two mornings) in the dog room without these hours cutting into her allotted 56 hours available.

**Bylaws:**

Review and Discussion of possible Amendments to our bylaws.

**Strategic planning:**

Brenda suggested that we start working on a Strategic plan. The Board will be changing. A strategic plan is a 3-5 year plan on where the shelter is going.

**Upcoming events:**

<b>April 20, 2010</b>	<b>Fresh Ideas Meeting at the Community Center at 4:15.</b> <b>Larry Meyer will be speaking.</b>
<b>May 18, 2010</b>	<b>Next Fresh Ideas Committee Meeting: at 4:15 pm</b>
<b>May 22, 2010</b>	<b>Rabies Clinic Brenda, Carol &amp; Christopher will help, need 6 people ideally</b>
<b>May 30, 2010</b>	<b>Brat Fry, need more volunteers if possible</b>
<b>June 5, 2010</b>	<b>Brat Fry, two weekends in a row is how the lottery worked</b>
<b>Sept. 24, 2010</b>	<b>Brat Fry, need more volunteers if possible</b>

**Adjourn:** Motion made by Linda to adjourn at 7:12 pm seconded by Christopher.  
**Motion carried.**

Next BOD Meeting: May 13, 2010 at 4:45 pm at ACEC.

Approved by:

\_\_\_\_\_  
 Carol Berry, Secretary

\_\_\_\_\_  
 Date



Adams County Humane Society  
March Expenses 2010

P77

**Expenses**

<b>HR</b>	
Payroll	\$4,182.56
Federal Payroll Tax	\$957.99
State Payroll Tax/Unemployment tax	
Tax/Payroll Prep	\$29.95
<b>Utilities</b>	
Adams Cty Solid Waste	\$61.50
ACEC - Electric	\$452.30
ACEC- Security	\$19.95
Telephone	\$138.02
We Energies	\$674.05
Website	\$12.95
<b>ACHS Building</b>	
Cleaning Supplies	
Bldg Maintenance	\$24.47
Postage/Office Supplies	\$344.06
WI Sales Tax	
<b>Animals</b>	
Veterinarian	\$1,885.76
Animal Equipment	\$383.37
Animal Medications	
<b>Insurance</b>	
Capital Indem (Comm)	
Capital Indem W/C)	\$116.68
Progressive Ins (Van -12 mos)	
<b>Other Expenses</b>	
Legal Expenses	\$1,438.22
Seminar, Help wanted ad	\$120.25
Van Maintenance & Repairs, Gas	\$79.10
Miscellaneous	\$75.00
Refund of Deposit Spay/Neuter	\$170.00
Publicity & Fundraising/Membership	
NSF Check	
<b>Total:</b>	<b>\$11,166.18</b>

**ACHS Acct.**

Beginning Balance \$ 55,799.77  
Ending Balance \$ 57,038.04

**Monthly Deposits**

14,608.67

**Money Market**

Beginning Balance \$ 53,700.41  
Ending Balance \$ 53,709.53

**Interest earned**

\$9.12

**Cash Box/Petty Cash** **\$100.00**

**Adams County Humane Society**  
1982 11th Avenue, P.O. Box 375  
Friendship, WI 53934

P78

**Monthly Report 2010**

Total number of animals to state this month of April is 52

Total number of animals that came in is: 317

	<u>Total</u>	<u>Dogs</u>	<u>Cats</u>
ACO	10	8	2
Strays	25	12	13
Surrender	13	10	3
Transfers	4	4	0
Adopted	12	9	3
Redeemed	7	7	0
Euthanized	3	3	0
Passed Away	0	0	0
Went to Rescue	11	10	1
ACO Adopted	4	2	2
ACO Redeemed	5	4	1
ACO Euthanized	1	1	0
ACO Passed Away	0	0	0
ACO Went to Rescue	5	1	4
In House	52	10	42

**Expenses**

<b>HR</b>	
Payroll	4,178.53
Federal Payroll Tax	868.83
State Payroll Tax/unemployment	1132.79
Tax/Payroll Prep	29.95
<b>Utilities</b>	
Adams Cty Solid Waste	61.5
ACEC - Electric	441.77
ACEC- Security	19.95
Telephone	143.04
We Energies	236
Website	12.95
<b>ACHS Building</b>	
Bldg Maintenance	547
Postage/Office Supplies	52.47
<b>Animals</b>	
Veterinarian	1,675
Animal Equipment	646.15
Animal Medical	633.46
<b>Insurance</b>	
Capital Indem (Comm)	
Capital Indem (W/C)	116.68
Progressive Ins (Van - 6 mos)	
<b>Other Expenses</b>	
Legal Expenses	
Seminar, Help wanted Ad	60
Van Maintenance & Repairs, Gas	65.51
Miscellaneous	
Refund of Deposit Spay/Neuter	
<b>Total:</b>	<b>10,921.99</b>

**Townships animals came from**

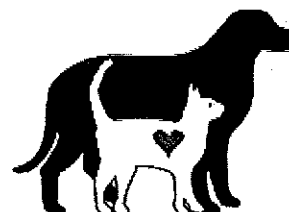
Adams City Limits:	13
Big Flats:	1
Colburn:	0
Dell Prairie:	3
Easton:	1
Friendship Limits:	2
Jackson:	0
Leola:	1
Lincoln:	0
Monroe Center:	0
New Chester:	1
New Haven:	0
Preston:	3
Quincy:	0
Richfield:	3
Shelter Yard:	4
Strongs Prairie	4
Springville:	5
Town of Adams:	5
Rome:	1
Transfers MADACC:	4
Sauk Cty:	1

**Total: 52**

**Income**

Donations:	4,319.79
Adams County:	4,313.33
Adoptions:	1,425.00
Surrenders:	475
Redemptions:	200
Bite Cases:	0
Memberships:	15
Refund:	-120

**Total: 10,628.12**



Land Information  
Minutes for March 25, 2010 - 2:30 PM  
Courthouse Conference Room A260

Chairman Al Sebastiani called the meeting to order. The meeting was properly announced

Roll Call: Al Sebastiani, Jodi Helgeson, Sue Theisen, Barb Petkovsek, Dawn McGhee, Cindy Phillippi, Ron Chamberlain, Mary Ann Bays, Matthew Bremer and Tyler Grosshuesch.

**Motion** by Ron, seconded by Mary Ann to approve the agenda. Motion carried unanimously.

**Motion** by Mary Ann, seconded by Ron to approve minutes from both January and February meeting. Motion carried unanimously

Tyler Grosshuesch gave update on office activities. He is working on data cleanup and maintenance as well as the zoning layer, Spillman updates, web map maintenance. There is minimal activity with data and map sales. He also participated in the DNR Incident Management Team training and simulation. He is also currently working with various departments on mapping projects. He is also working with corporation counsel on developing a contract for Adams County and the 4-H Leaders Association. Plat book is tentatively scheduled to be published in August of 2011.

Jodi gave update on 2010 Flight/LiDAR Project. We are waiting for the actual grant contract from Dept of Commerce. Flight schedules have been set by Ayres. The county's land record modernization plan is due for updating. Jodi and Tyler asked for input from departments as to goals and objectives and will send out a copy of the current plan for review and further input. Plan is due to Dept of Administration by June, followed by a peer review. Since there are specific foundational elements that are addressed in the plan, Jodi and/or Tyler will be contacting those departments to obtain data. Wisconsin GIS Annual Survey will also be completed in order to remain eligible to receive land information grants and participate in the program. Jodi gave update on Base Budget Grant Application. It was anticipated that we would receive NO funding from the program this year but after several phone calls to various legislators and division administrators, base budget counties (those who retain less than \$50,000 in local land records money) were awarded 75% of the total eligible funding. Some ideas for use of the money is a new and better grade GPS unit as well as new computer and possibly a server to handle the LiDAR data. Computer and server may be able to come out of aerial photography project since it is expected that we will see a 10-20% reduction in cost because of the statewide effort. These are all monies that are set aside specifically for land records modernization and not tax dollars.

Roundtable: Barb added to Tyler's report that he has been providing maps for the Wellness program. The maps are of suggested walking paths in town. No one else had any roundtable discussion

Motion by Ron seconded by Jodi to adjourn  
Meeting was adjourned at 3:00 PM

Respectfully submitted,  
Jodi Helgeson-Acting Secretary

Adams County Library  
Board Minutes  
04-26-10

The meeting was called to order by President Nelson at 1:05 p.m. Present were Heideman, Nelson, Director Calef, Townsend, Challoner, Renner & Kreten. Albrecht was excused.

President Nelson verified that the meeting was properly announced.

**Motion** to approve the agenda was made by Townsend and 2<sup>nd</sup> by Heideman.

Public input was invited. There was no input.

**Motion** to approve the minutes of the March meeting was made by Heideman and 2<sup>nd</sup> by Kreten.

**Motion** to approve the minutes of the Special Meeting held on April 8, 2010, was made by Townsend and 2<sup>nd</sup> by Renner.

The monthly bills were reviewed and initialed.

**Motion** to approve the Financial Report for April, 2010, was made by Challoner and 2<sup>nd</sup> by Townsend.

**Communications & Reports:**

Calef will cover in the Director's report.

**South Central Library System report:**

Townsend reported that she discussed the staff shortage at the library with SCLS personnel and the consensus was that maybe the library would have to shorten its hours to accommodate the lack of personnel to cover all open hours. She reported that the new Badgernet System will cost approximately \$37,000.

**Director's Report:**

- A. Circulation for March was 11,216 compared to 9930 last year.
- B. Calef attended the Executive Committee meeting regarding the two part time positions needed. The Committee suggested using an LTE for the rest of the year and create a permanent position for 2011.
- C. Cost of delivery service will go up about \$88 next year.
- D. The new library sign cost is \$5012.00.
- E. Calef met with Rome librarian & chair of their library board and they indicated they did not have extra funds in the budget this year to pay the increased delivery cost for 2010.
- F. The front book drop will be removed & put in storage. Patrons will use the back book drop exclusively.

G. National Library Week went well. The floral centerpiece and corsages given to library staff by the Library Board was well received. Nelson reported that the centerpiece was exceptional. The newspaper article was nice but there were several errors.

**Motion** to approve Director Calef sending a letter to the Rome Library Board requesting that 2010 delivery costs be requested along with their 2011 delivery cost for their 2011 budget was made by Townsend and 2<sup>nd</sup> by Heideman. Calef will report their response at the next meeting.

Motion was made by Renner and 2<sup>nd</sup> by Heideman to approve the Adams County Library Personnel Policy as presented with only one change. The Corporation Counsel's office will be changed to read (Human Resource Office).

**Identify possible upcoming items for future meetings:**

- A. Staffing Concerns
- B. Scrapbook progress
- C. Review state standards

The meeting was adjourned at 1:30 p.m.

The next meeting will be held Monday, May 24, 2010, at 1:00 p.m. at the Adams County Library.

Respectfully submitted by Kathy Challoner, Acting Secretary

### 3/1/2010 LMMD Board Meeting

Chairman Bob Krause opened the LMMD Board Meeting on Monday March 1, 2010 at 6:33p.m. He checked for open meeting compliance.

The Board members present were Bob Krause, Bob Demmert, Dave Krause & Jan Luepke. Absent was Elek Nagy.

Also present were Lake District member Curt Van Schoyck & Adams Co. Supervisor Glen Licitar. Bob Demmert moved to accept the meeting's agenda. Dave Krause seconded the motion. The motion was approved.

Jan Luepke presented bills for \$1,008.35 for Atty. Wm. P. O'Connor; \$238.50 for membership dues for Wis. Ass'n. Of Lakes and \$27.97 to Jan Luepke for computer ink. Dave Krause moved to pay the bills. Bob Demmert seconded the motion. The motion was approved. Dave Krause moved to accept the minutes from the 2/1/10 Board Meeting. Bob Demmert seconded the motion. The motion was approved.

#### OLD BUSINESS

There was a discussion on the differences of the Wis., State NR115 Shoreland Ordinance and the Adams Co. Shoreland Ordinance. We will wait for further notices from the Adams Co. Planning & Development on their interpretation before taking any future action

We discussed the coming March 27, 2010 LMMD Special Meeting. Jan Luepke will send out a notice and the agenda for the meeting.

#### NEW BUSINESS

Bob Demmert moved to sign the contract with Lake and Pond Solutions Co. for weed spraying this year. Dave Krause seconded the motion. Jan Luepke will send in the required permit applications to the DNR along with a note to DNR agent Scott Provost that we expect last year's permit fees to be rolled over to this year, since there was no spraying last year. Jan will post notices in the Dells and Portage newspapers prior to the spraying. The motion was carried.

We discussed if we can do a Carp netting this year. Bob Krause said we need approval from the DNR for a shocking before test netting can be done. Bob will contact DNR agent Justine Hasz. Curt Van Schoyck inquired about a Carp. Shoot. Again, nothing can be done without DNR approval.

#### PUBLIC COMMENT

We talked about the Town of Douglas taking care of the boat landing in Briggsville. We discussed the possibility of land development along Hwy. 23. Glen Licitar told us of a meeting of property owner's riparian rights on Big Spring Stream.

Bob Demmert moved to adjourn the meeting. Dave Krause seconded the motion. The motion was approved and the meeting was adjourned at 8:45p.m.

*Jan Luepke, Secretary*

**Parks Committee Meeting  
Courthouse Conference Room A231  
May 5, 2010 9:00 a.m.**

**Call to Order:** Meeting was called to order at 9:00 a.m. by County Clerk, Cindy Phillippi.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Dave Renner, Joanne Sumpter, Jerry Kotlowski, Deena Griffin, and Bill Miller. Others present: Cindy Phillippi – County Clerk, Fred Nickel – Parks Director, Darren Tolley – Petenwell Park Manager, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, and Chris Murphy – County Conservationist at 9:20 a.m.

**Approve Agenda:** Motion by Kotlowski/Renner to approve the agenda as presented. Motion carried.

**Previous Minutes:** Motion by Renner/Sumpter to approve the May 5, 2010, minutes as printed. Motion carried.

**Agenda Items:**

**Recreation Report by Committee Members:** None

**Correspondences /Special User Requests:** Motion by Sumpter/Griffin to approve donating \$750.00 to the Roche-A-Cri Little League program as budgeted. Motion carried.

**Public Participation on Agenda Items:** None.

**Lake Arrowhead County Park Site Review/Report for 2010 Water Ski Performances:** Director reported meeting with the ski team, Petenwell Park Manager, County Conservationist, and a Rome police officer at Arrowhead. Mr. Murphy joined the meeting at this time and reported the ski team's proposal will be reviewed by Corporation Counsel this afternoon. Mr. Murphy left the meeting at 9:25 a.m.

**Swim Program Vehicle Replacement:** Motion by Sumpter/Kotlowski to check on possible van being available through the Sheriff's Department and/or Human Services Department. Motion carried. To be further reviewed at the June Committee meeting.

**Petenwell Park Land Purchase:** Director reported WRPC (WI River Power Co.) has offered 144 acres by Petenwell Park for the County to purchase. If the County is interested, Director will pursue a 50 % cost-share grant for 2011. The proposed area would be utilized for hiking and biking trails verses campgrounds development and 50 % grant cost sharing would be applied for trail development as well. Committee will tour proposed land following June Committee meeting.

**Dock Repairs at Castle Rock Park:** Dock received ice damage this past spring that is covered by the County insurance minus the \$500 deductible. Shoremaster is currently repairing the docks and revising them so the ice damage is less likely to occur in the future.

**Trails Management Report, State Aid Requests, UTV Resolution:** The ATV trail segment that connects to Petenwell Park opened May 1, the remaining trail(s) open May 19 annually. Six State Aid requests have been submitted for ATV and snowmobile trails. Coordinator reviewed UTV's for Committee and reported he will be contacting the Townships as well as bringing a proposed Resolution/Ordinance to County Board in June allowing UTV's on ATV trails and routes. Townships will have the option to opt out of participating.

**Tourism Report:** Director distributed the 2010 winter/spring raffle report to Committee and reported the summer tourism raffle begins in June.

**Clerical Staffing Hours:** Director reviewed Administrative, Castle Rock, and Petenwell Parks office staffing hours and procedures.

**2010 Seasonal Staffing to Include LTE and Seasonal Employees Wage Adjustments:** Interviews and hiring of seasonal and LTE staff are in the process. Motion by Renner/Sumpter to approve a five (5) cent per hour wage increase for all returning seasonal and LTE employees including retroactive pay for any employee(s) that have already been called back to work for 2010. Motion carried.

**Revenue Report:** Reviewed by Committee.

**Expense Check Summary Report:** Not available yet, will be placed in mail slots in Clerk's office.

**Future Agenda Items:** Harbor Fest; Election of Committee Chairperson, Vice Chairperson, and Secretary; Park Fee Schedule; Power Loading Signs; Swim Program Vehicle; Hwy's 21/13 Wayside; Employee List, Fund Balances for Castle Rock and Petenwell Parks; and Parks Payment to General Fund.

**Set Next Meeting Date:** June 2, 2010, 8:30 a.m., Courthouse Conference Room A231. Committee to tour Petenwell Park immediately following meeting.

**Adjourn:** Motion by Griffin/Renner to adjourn at 11:22 a.m. Motion carried.

Submitted by,

Secretary

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.  
These minutes have not been approved by the Parks Committee.



**PLANNING & DEVELOPMENT COMMITTEE MEETING**

DATE: April 12, 2010

TIME: 9:00 a.m.

PLACE: Room A260

**Present:** Joanne Sumpter, Kevin Bork, Terry James, Sylvia Breene, Karl Klingforth (sitting in for Licitar), Joe Stuchlak. Excused from the meeting was Chair Licitar. Keckeisen joined the meeting at 9:57.

**Call to Order:** Acting Chair Sumpter called the meeting to order at 9:01 a.m.

**Was the meeting properly announced?** Yes

**Approve Agenda:** Motion by James, seconded by Stuchlak to approve the agenda, with a request to move item L "Discussion and possible action on the request to redefine the property boundaries of the New Haven Assessor's Plat #1" before item A. Motion passed unanimously.

**Approval of Minutes:** Motion by Stuchlak, seconded by James to approve the minutes from the March 8, 2010 Planning and Development Committee meeting. Motion passed unanimously.

**Public Participation:** Acting Chair Sumpter stated she would take public participation as needed, allowing each participant three minutes.

**Register of Deeds:** Jodi Helgeson thanked the committee for their work the last two years and said it was a pleasure working with them. She said they are still waiting for the flat fee approval and she will keep the committee informed.

**Redefine property boundaries of the New Haven Assessor's Plat #1:** Greg Reinhardt of MSA reported that he and Murphy had been meeting with the property owners and the affected property owners are all in agreement. There are 7 parcels that are affected by the redesign of Big Spring Creek, and the cost for public notices and surveys would be approximately \$1,000 per parcel. Motion by James, seconded by Stuchlak to approve request to do Assessor's Plat with money coming out of SWRMP account. Roll call vote: Bork – Yes; James – Yes; Sumpter – Yes; Breene – Yes; Klingforth – Yes; Stuchlak – Yes. Motion carried. Murphy stated a resolution needs to be presented to the County Board requesting the new assessor's plat.

Motion by Klingforth, seconded by Stuchlak to deviate from the agenda and go to items C, D, and E next. Motion passed unanimously

**Wildlife Abatement and Claims Program:** No report.

**WDNR Report:** No report

**NRCS:** Michelle Kominsky introduced Tonya, the new soil conservationist out of Westfield. She said the Westfield office is now fully staffed.

**Easton Dam Update:** Bremer informed the committee that the backhoe was in place and he anticipates the construction activities to start this week. Murphy stated that Sibilsy will start Easton's water shed NR151 inventory this spring. Discussion ensued concerning returning the lake to good condition. Motion by James, seconded by Stuchlak to make sure the LWCD

follows through with the Easton Lake District to confirm that the sanitary district is in place and functioning before the lake is filled. Motion passed unanimously.

**Shermalot Ski Team:** Murphy asked to have the subject tabled. Motion by James, seconded by Bork to table the Shermalot Ski team agreement decision until the May 10, 2010 committee meeting. Motion passed unanimously.

**Central Wisconsin Windshed Partners:** No report

**North Central Land and Water Cons Assoc:** No report

**Golden Sand Resource, Conservation and Development:** Stuchlak reported on the Wildlife Committee meeting and James reported on the Water Committee. Both would like to see Adams County become more involved and apply for more grants.

Keckeisen joined the meeting at 9:57 a.m.

**USDA Farms Services Agency:** Bork reported on commodity prices and disaster payments.

Motion by James, seconded by Stuchlak at 10:06 a.m. to take a short recess. Motion passed unanimously.

Meeting called to order by Acting Chair Sumpter at 10:16 a.m.

**Resolution to apply for grant funding to offset the cost of revising the Shoreland Protection Ordinance:** Phil McLaughlin, Planning & Zoning explained the resolution. The county would still be eligible for the smaller \$5,000 grant even if we are not granted the \$50,000 grant. In-kind services would be covered. Motion by James, seconded by Keckeisen to submit the Resolution to the County Board to apply for a Lake Protection Grant from the DNR. Motion passed unanimously.

**DNR Lake Management Planning Grant – Economic Impact of Algae Blooms on the Petenwell and Castle Rock Flowages:** Motion by James, seconded by Klingforth to submit the Resolution to the County Board to apply for a grant from the DNR. Motion passed unanimously.

**Cost-sharing contracts and /or grant applications:** None

**Travel and training requests:** None

**Communications:**

- Stuchlak asked about the proposed inter-departmental meeting between LWCD and UW Extension concerning nutrient management. Murphy reported he was aware of the Memo of Understanding.
- Sumpter asked "Would LWCD be involved in the manure management of the Milk Source dairy operation?" Murphy responded "Very much so."
- Murphy reported that DCM Landscaping was unhappy with Adams County's bidding procedures and said they will probably be at the next board meeting.

**Financial Report:** March financial reports were distributed. James inquired about the \$120,000 for Lake Sherwood and \$60,000 for Arrowhead Lake. Murphy replied that Lake Sherwood is scheduled to be done in July, and he will have more details at the May 10<sup>th</sup> Committee meeting concerning the water in/out study for Lake Arrowhead.

**Items for May P & D Committee Meeting:** Shermalot Ski Team agreement.

Motion by Keckeisen, seconded by Stuchlak to adjourn at 10:55 a.m. Motion passed unanimously.

**Next scheduled meetings:**

Tuesday, April 20, 2010 at 9:00 a.m. and Monday, May 10, 2010 at 9:00 a.m.

---

Submitted by:  
Joanne Sumpter  
Planning & Development Committee  
Acting Chair

---

Minutes taken by:  
Pat Johnson  
Conservation Clerk

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

DATE: April 20, 2010

TIME: 9:00 a.m.

PLACE: Room A260

**Present:** All members were present except Kevin Bork who was excused.

**Call to Order:** Chair Licitar called the meeting to order at 9:00 a.m.

**Was the meeting properly announced?** Yes

**Approve Agenda:** Motion by Stuchlak, seconded by James to approve the agenda. Motion passed unanimously.

**Public Participation:** None

**Redefine property boundaries of the New Haven Assessor's Plat #1:** Motion by Keckeisen, seconded by James to approve and send to County Board a Resolution for Adams County Surveyor to Define Property Boundaries for Lots 1-5 and 16-18 in New Haven Assessor's Plat #1. Motion passed unanimously.

Motion by Keckeisen, seconded by James to adjourn at 9:10 a.m. Motion passed unanimously.

**Next scheduled meeting:**

Monday, May 10, 2010 at 9:00 a.m.

---

Submitted by:  
Glenn Licitar  
Planning & Development Committee  
Chair

---

Minutes taken by:  
Joanne Sumpter  
Planning & Development Committee  
Member

ADAMS COUNTY  
PLANNING & DEVELOPMENT COMMITTEE  
MEETING MINUTES: May 5, 2010  
Room A260

Cindy Phillippi, County Clerk called the Adams County Planning & Development Committee meeting to order at 8:45 A.M. with the following members present: Joe Stuchlak, Glenn Licitar, Randy Theisen, Barb Morgan, Karl Klingforth and Diane England. Terry James was excused Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary and Greg Rhinehart, County Surveyor. Was this meeting properly announced? Cathy Allen stated that it was. Ms. Phillippi then requested a nomination for Chair. Glenn Licitar nominated Joe Stuchlak which was seconded by Diane England. Discussion followed. Ms. Phillippi asked who was in favor of Joe Stuchlak as Chair. All in favor. Motion carried.

Cindy Phillippi left the meeting at 8:50 A.M.

Chairman Stuchlak requested a nomination for Vice-Chair. Barb Morgan made the motion to nominate Glenn Licitar. Randy Theisen seconded the motion. All in favor. Motion carried.

Chairman Stuchlak made a motion to nominate Terry James as secretary. Karl Klingforth seconded the motion. All in favor. Motion carried. Chairman Stuchlak closed the nominations.

Karl Klingforth made a motion to approve the Agenda as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Karl Klingforth made a motion to deviate to item #7 of the agenda. Glenn Licitar seconded the motion. All in favor. Motion carried.

Register of Deeds items: Jodi Helgeson updated the Committee on office activities and asked for their support by a motion to support a recording fee to be charged for statutory requirements. Glenn Licitar made a motion to charge the \$30.00 fee. Diane England seconded the motion. All in favor. Motion carried.

Motion by Barb Morgan to return to the Public Hearing portion of the agenda. Karl Klingforth seconded the motion. All in favor. Motion carried.

Public Hearings: Thomas R. & Darleen A. Jordan Living Trust -- Conditional Use Permit request under Section 5-6.03(A) of the Adams County Comprehensive Zoning Ordinance to allow the replacement of a single wide manufactured home with a 1988 14' x 70' manufactured home on property located in the NE ¼ NW ¼, Section 5, Township 14 North, Range 6 East, Lot 46 of Doe Addition to Fawn Lake Subdivision at 3622 11<sup>th</sup> Lane, Town of Dell Prairie, Adams County, Wisconsin. Karl Klingforth made a motion to grant the Conditional Use on the above named property. Randy Theisen seconded the motion. Roll call vote: 6 – Yes. Motion carried.

Gene & Susan R. Hutchings – Rezoning request of a portion of a parcel (1.23 acres) from an A1 Exclusive Agriculture District to an R1 Single Family Residential District with a Conditional Use under Section 3-5.03© of the Adams County Comprehensive Zoning Ordinance to allow a change of use from agriculture structures to residential accessory buildings and allow the existing height of those structures and combine the rezoned portion with adjacent R1 property to become approximately 2.06 acres and located in the SE ¼, SW ¼, Section 16, Township 15 North, Range 7 East, at 480 State Road 82, Town of Jackson, Adams County, Wisconsin. Barb Morgan made a motion grant the Conditional Use and to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Randy Theisen seconded the motion. Roll Call Vote: 6 – Yes. Motion carried.

Chairman Stuchlak closed the Public Hearing portion of the meeting.

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MONTHLY MEETING:  
MAY 5, 2010  
PAGE #2

Chris Murphy joined the meeting at 9:24 A.M.

Karl Klingforth made a motion to deviate from the agenda to allow the Surveyor to present his report. Glenn Licitar seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of April to the Committee for review. Diane England made a motion to approve the Surveyor's report as presented. Karl Klingforth seconded the motion. All in favor. Motion carried.

Phil McLaughlin presented the minutes from the April 7, 2010 Planning & Development meeting to the Committee. Karl Klingforth made a motion to approve the minutes as presented. Joe Stuchlak seconded the motion. All in favor. Motion carried

Discussion was held regarding possible revisions to the Building Permit Fee Schedule because of additional inspections mandated by the Department of Commerce. It was the Committee's consensus to wait and see how the economy progresses and that Phil McLaughlin should bring it back to them in inventory six months.

Department updates. The office secretarial staff is continuing work on the sanitary audit to locate all septic systems in the County, to get them all on a three year maintenance schedule as mandated by the Department of Commerce. Mr. McLaughlin informed the Committee that he, the secretarial staff and Tyler Grosshuesch, GIS Tech went to Waushara County to view their GCS permitting software program, which may also be used by the Land & Water Department.

Phil McLaughlin presented the Financial Report for the month of March to the Committee for review. Randy Theisen made a motion to approve the Financial Report as presented. Glenn Licitar seconded the motion. All in favor. Motion carried. The Comp Time Report will be presented at next month's meeting.

Correspondence: None.

The next Planning & Development Committee meeting will be scheduled for June 2, 2010.

Glenn Licitar made a motion to recess until joined by Corporation Counsel. Diane England seconded the motion. All in favor. Motion carried.

RECESS: 10:00 A.M.  
RECONVENE 10:25 A.M.

Glenn Licitar made a motion to convene in closed session per §19.85(1)(g), Wis. Stats., for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Diane England seconded the motion. Roll Call Vote: 6 – Yes. Motion carried.

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MONTHLY MEETING:  
MAY 5, 2010  
PAGE #3

Diane England made a motion to reconvene in open session per §19.85(2), Wis. Stats., to consider and vote on appropriate matters. Karl Klingforth seconded the motion. Roll Call Vote: 6 – Yes. Motion carried.

Phil McLaughlin informed the Committee that the Grant Application for revising the Shoreland Protection Ordinance was sent out in the mail this past week.

Diane England made a motion to adjourn. Glenn Licitar seconded the motion. All in favor. Motion carried.

Adjourned: 11:35 A.M.

\_\_\_\_\_  
Joe Stuchlak, Chair

\_\_\_\_\_  
Randy Theisen

\_\_\_\_\_  
Glenn Licitar, Vice-Chair

\_\_\_\_\_  
Barb Morgan

\_\_\_\_\_  
Terry James, Secretary

\_\_\_\_\_  
Karl Klingforth

\_\_\_\_\_  
Diane England

  
\_\_\_\_\_  
Cathy Allen, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.**

**Property Committee Minutes**  
 Tuesday, April 13, 2010 9:00 A.M.  
 Room A260, Courthouse  
 Friendship, WI

The meeting was called to order at 9:05 a.m. by Chairman Dehmlow.

Was the meeting properly announced? Yes

Members present: Supervisor Dehmlow, Supervisor Hartley, Supervisor Kirsenlohr, Supervisor Babcock and Supervisor Kotlowski.

Others present: Tracy Hamman, Barbara Petkovsek, Edie Felts-Podoll, Mary Ann Bays

Motion by Kotlowski seconded by Hartley to approve the agenda. Voice vote. Motion carried.

Motion by Babcock seconded by Kirsenlohr to approve the March 17, 2010 minutes as printed and read by Petkovsek. Voice vote. Motion carried.

Public Participation on Agenda Items – None

**Open bids on tax deeded property – accept and/or reject any/or all bids**  
 No bids to be opened

**Discuss/act on county owned property for sale**

County Treasurer, Mary Ann Bays, reported to the committee that the last publication of foreclosures cost \$10,600 and based on cost she will wait and publish all foreclosed properties in June.

**Update on buildings/repairs**

Petkovsek reported that a plan is being analyzed for buildings and infrastructure improvements that would not increase the debt mil rate and will be presented at a future meeting.

**Discuss/act on refrigerators for Appliance Minimization Plan**

Tracy Hamman presented prices from ACEC for refrigerators. The government discounted prices are \$678 for a 21 cubic foot refrigerator and \$521 for an 18.2 cubic foot refrigerator. Motion by Babcock seconded by Kirsenlohr to purchase a 21 cubic foot refrigerator for the break room and an 18.2 cubic foot refrigerator for a common area on 1R side of the building from the maintenance budget. Voice vote. Motion carried.

**Discuss and/or act on sign for Community Center**

Motion by Kotlowski seconded by Kirsenlohr to purchase and have installed the rounded sign as presented by Grawonski Signs. Voice vote. Motion carried.

**Discuss and/or act on lawn services with Garden Greens**

Tracy Hamman reported that Garden Greens will maintain the same price as 2009 for lawn services in 2010. Motion by Babcock seconded by Kotlowski to continue with Garden Greens lawn care for 2010 with fertilizing 3-4 times. Voice vote. Motion carried.

**Review restrictive covenants at Community Center**



Committee reviewed the restrictive covenants as recorded on the tax deed for the community center.

**Update on maintenance items – Tracy Hamman**

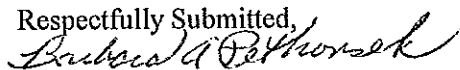
Tracy Hamman reported that the jail inspection will be in May; several departments have done some internal reorganization and maintenance has assisted with that; some electrical work will need to be done in the D.A.'s office.

Edie Felts-Podoll appeared before committee regarding a need for a policy on the use of the common areas including hall areas for the community center. Committee suggested that the Department Heads at the community center prepare a policy and present it to the committee. There is a concern regarding dogs being exercised at the fair grounds and not being cleaned up after.

Set next meeting date and agenda items – Date not set until new committee is appointed.

Motion by Kotlowski seconded by Hartley to adjourn at 10:55 a.m. Voice Vote. Motion carried.

Respectfully Submitted,



Barbara A. Petkovsek, Administrative Coordinator/Director of Finance

**Minutes unofficial until approved by committee.**

**Public Safety & Judiciary Committee**  
Wednesday, March 10, 2010  
9:00 a.m. – Conference Room A260

**MINUTES**

1. Call the Meeting to Order. Meeting was called to order at 9:00 am.
2. Was the meeting properly announced? Yes
3. Roll Call. Al Sebastiani, Terry James, Cindy Loken, Jerry Kotlowski, Florence Johnson, Sheriff Darrell Renner, Chief Deputy David July, Sandra Green, Jane Gervais, Deb Barnes, Dee Helmrick.
4. Approve the Agenda. Motion by James/Kotlowski, MC/UN
5. Approve minutes of prior meeting. Motion by Loken/Johnson, MC/UN
6. Public participation (*If requested by the Committee Chair*). Call as needed.
7. Correspondence. None.
8. Coroner – Not Present.
  - Approval of Vouchers and Monthly Expense Report.
9. Family Court Commissioner – Dennis McFarlin
  - Approval of Vouchers and Monthly Expense Report.
10. Child Support – Deb Barnes
  - Approval of Vouchers and Monthly Expense Report.
  - Review Performance Measures for February 2010; Discussion on caseload in Child Support Office. Changes in reporting and increase in fees was discussed. Has completed some rearranging in the office to accommodate two employees. Was funded through their money.
  - Review Check Summary; Question on check summary discussed.
  - Medical Leave; Will be on medical leave for two weeks. Should return on the 29<sup>th</sup>.
  - Approve CSA Presentation to County Board in April; Al and Deb will be in touch with Deb to schedule this presentation.
  - Office Activities; Discussion was held regarding the Revenues being short for this past year.
11. Clerk of Circuit Court – Dee Helmrick
  - Approval of Vouchers and Monthly Expense Report.
  - Summary Report of Expense Vouchers submitted for payment.
  - Approve conference/training, if any (Regional Training for staff). Sending employees to specialty seminars end of March and April. Offered without expense to the County other than the loss of the person/time in the office.
  - Discuss General Operations of Department.
  - Community Service Coordinator's Monthly report
12. Register in Probate – Terry Reynolds Warner - Not present.
  - Review/Approval of Vouchers and Monthly Expense Report.
13. District Attorney – Janis Cada – Not present.
  - Approval of Vouchers and Monthly Expense Report.
  - Monthly Expenditure Report

#### 14. Emergency Management -- Jane Gervais

- Approval of Vouchers and Monthly Expense Report.
- Report on Communication System Upgrade. There is one department that is waiting for a quote for communications equipment. Hope to have that by mid-March, so we can bring a resolution and information back to the Committee by the April meeting for the excess bond monies.
- Office Activities -- Jane Grabarski has been coming in for some training. Sent out Storm Spotter training notices and scheduled for April. Will also be attending a Director's meeting along with the Governor's meeting in the near future.
- Vouchers/Purchase orders, review of January

#### 15. Sheriff's Department -- Sheriff Renner and Chief July

##### Sheriff Renner -- Communications

- Animal Shelter/Animal Control Officer Report
- Approve Conference/Training - February 24<sup>th</sup> the Sheriff went to the Badger State Sheriff's Association Meeting. Discussion was held as to the topics of the meeting. Was contacted recently about the article in WI Rapids Tribune on how Project Life Saver was going. There are 11 in Adams County and 11 in Wood County who have Electronic Monitoring. Administrative Records Officer started March 1, 2010 and has years of good experience and we look forward to working with her.

##### Chief July

- Approval of Vouchers and Monthly Expense Report. Question on School Resource Officer on where he's stationed during the summer while school is not in session was discussed. Explanation as well from Chief July regarding what account monies pay for OT and Straight time during times when the officer bids on open shifts that are not SRO related.
- Discussion/Action -- Regarding adopting new Ordinances and Fee Schedules. Chief July is asking for the Committee's permission to bring this back in May when the new committee is seated to be addressed at that time. Committee is in agreement.
- Discussion -- Administrative Records Officer position. New clerical person is working out well as the Sheriff already touched on this issue.
- Discussion -- Placing a paging receiver at the Town of Rome site and merger of data systems between Rome PD, Adams PD and the Sheriff's Department. Discussion was held regarding this issue. Communication Services indicates they can fix this issue with a booster and will cost approximately \$6700 to do this. Will be talking with Jane Gervais in EM to have this paid for with the available monies. Merger was not discussed because it no longer pertains.
- Discuss and/or act on An Ordinance Instituting a Medical Examiner System, Abolishing the Elective Office of Coroner, and Appointing the Columbia County Medical Examiner to Perform the Statutory Duties of Medical Examiner. Jack Albert entered and presented the DRAFTED Ordinance. This is the document that seeks to institute a medical examiner system, abolishing the elective office of coroner and appointing the Columbia County Medical Examiner to perform the statutory duties of Medical Examiner. This will be in effect beginning January 3, 2011 -- December 31, 2012. Much discussion was held regarding this Revised DRAFT of this Intergovernmental agreement and the terms are being negotiated. A phone call was made to Angela' Hinze's office to find out where her committee is at with this agreement. They are interested in doing this but receiving different opinions from chairs on the committee. Much discussion was held. They would like to meet with us prior to work out some details.

Motion to go into closed session at 9:55. James/Kotlowksi, MC/UN

16. The Committee will convene in closed session per Wis. Stats. §19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on Sheriff Department employee handling/care of seized animals. Discuss and/or act on Sheriff Department employee handling of current guns investigation.

Motion for a seven minute recess at 12:47. All Yes, MC/UN. Called back to order at 12:53pm.

The Committee will remain in closed session per Wis. Stats. §19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act on pending quotes for vendor(s) on Sheriff Department vehicle maintenance.

17. The Committee will reconvene in open session per §19.85(2), Wis. Stats., to consider and vote on appropriate matters. Meeting reconvened in open session at 12:54 pm. All Yes, MC/UN
18. Set next meeting date. Next meeting is scheduled for April 14, 2010 at 9:00 am in Conference Room A231.
19. Action items for next meeting. Under closed session:
- Estimates received from GMJ and A-F Motors. GMJ was the only one received prior to this meeting, therefore once the estimate from A-F motors is received both will be brought back to the April meeting to discuss and/or act on.
20. Adjournment. Meeting adjourned at 1:40 pm. Motion by Sebastiani/Kotlowksi MC/UN.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department. *These minutes are not yet approved by Public Safety & Judiciary Committee.*

Cc: Sebastiani / Loken / James / Kotlowksi / Johnson / Renner / July / Beckman / McFarlin / Thibodeau / Scheel/ Gervais / Helmrick / Warner / Barnes / Marti / County Clerk Dept / McGhee / Green / Sumpter/Cada

**ADAMS COUNTY PUBLIC WORKS COMMITTEE  
APRIL 14, 2010, 1:30 PM  
ROOM A231, COURTHOUSE, FRIENDSHIP, WI 53934**

**MEMBERS PRESENT:** Larry Babcock, Chair  
David Renner, Secretary  
Florence Johnson  
Mike Keckeisen  
Dean Morgan, Vice-Chair

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director

**CALL MEETING TO ORDER:** The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock at 1:31 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED?** YES

**ROLL CALL & APPROVAL OF AGENDA:** BABCOCK, JOHNSON, RENNER, KECKEISEN, MORGAN. *Motion by Keckeisen, second by Johnson, to approve the Agenda as presented. All in favor. -Motion carried.*

**APPROVAL OF OPEN SESSION MINUTES FROM MARCH 10, 2010:** *Motion by Renner, second by Babcock, to approve the Open Session minutes as printed for the March 10, 2010 meeting. All in favor. Motion carried.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** There was no public participation.

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** There was no correspondence or other business to present.

**FINANCIAL REPORT:** Ms. Diemert presented the Financial Report for March 2010 and discussion was held. *Motion by Renner, second by Morgan, to approve the Financial Report and Check Summary Report for March 2010. All in favor. Motion carried.*

Ms. Diemert next presented the Monthly Check Summary for March 2010 and discussion was held. *Motion by Keckeisen, second by Renner, to approve the Financial Report and Check Summary Report for March 2010. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated March 10, 2010 (see attached copy) and discussion was held. *Motion by Keckeisen, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.*

**USDA ARRA GRANT APPROVAL:** Ms. Diemert reported on the progress of the grant/loan application. She stated that several financial documents have been gathered and submitted over the past month with the assistance of the Admin & Finance office staff, banks, etc.

**UPDATE/ACT ON STRONGS PRAIRIE/JUNEAU COUNTY WASTE:** Ms Diemert stated the

Dr. Razvi served as negotiator between the County and Strongs Prairie and a tentative agreement has been reached. A resolution has been prepared and is being reviewed by Corporation Counsel, along with the agreement. When approved by Public Works, the agreement will be forwarded to the Town's Attorney for review and then to the Town for their approval at their monthly meeting in May. Then it will be placed on the County Board Agenda for the May 18<sup>th</sup> meeting. The Director reviewed the tentative agreement with the Committee members and discussion was held. **Motion by Renner, second by Babcock, to approve the tentative agreement pending final review by Corporation Counsel. All in favor. Motion carried.** The Director will meet with Corporation Counsel to review the key terms of the agreement and a meeting will be scheduled for Tuesday, April 20<sup>th</sup> at 9:00 AM prior to County Board.

**UPDATE LANDFILL OPERATIONAL ORDINANCE #16-1989:** Ms. Diemert stated that she has had little time to work on the Operational Ordinance due to workload. Work will continue on revising our Ordinance.

**APPROVE FUEL CONTRACT FOR 2010:** Ms. Diemert presented information on fuel contract prices for April through November, 2010. Over the years we have saved thousands of dollars by contracting pre-buy fuel and the price is locked in for the specified number of gallons. This, along with patronage check received reduces the price even more. This is an extension of a bid that was done in the past. **Motion by Keckeisen, second by Johnson, to continue pre-buying fuel from the current fuel contractor to lock in the best price possible. All in favor. Motion carried.**

**DISCUSSION ON FAIR BOOTH CONTINUATION:** Discussion was held on whether or not to continue having a booth in the commercial building at the fair since we do not have staff or funds to man the booth full-time. It was the consensus of the committee that having information available at the booth is important for public education. They also felt that we should continue having the self-service booth and manning it when possible. We will review this again next year.

**EMPLOYEE UPDATE:** Ms. Diemert updated the Committee on the status of the Union posting for the Scale Clerk position which should be done this week. She also reported on the ad being placed for the LTE Truck Driver/Equipment Operators. Discussion was held on the hiring process and the Committee felt that we should wait until the new policy is approved for hiring.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert had no trainings or conferences to approve. She reminded the Committee about the Strongs Prairie Advisory Committee meeting which is scheduled for May 17, 2010 at 7:00 PM at the Strongs Prairie Town Hall. She also reported that the NEWCMG Fall Conference will be held on September 29 & 30<sup>th</sup> in Waupaca.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items will be placed on the next agenda: Updates on each item.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, May 12, 2010 at the Courthouse at 1:30 PM. **Motion by Johnson, second by Keckeisen, to adjourn until the next meeting. All in favor. Motion carried.**

Meeting adjourned at 3:52 P.M.

Respectfully submitted,  
Myrna Diemert, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

**ADAMS COUNTY PUBLIC WORKS COMMITTEE**

P99

**THURSDAY, APRIL 15, 2010 AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI**

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Dean Morgan, Vice-Chairperson  
David Renner, Secretary  
Florence Johnson  
Michael Keckeisen

**OTHERS PRESENT:** Ronald Chamberlain ~ Highway Commissioner, Dan Herzberg and Donnie Bjorge

**CALL MEETING TO ORDER:** The Meeting of the Adams County Public Works Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, April 15, 2010.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, MORGAN, RENNER, JOHNSON AND KECKEISEN. ALL MEMBERS PRESENT.

**APPROVAL OF AGENDA:** *Motion by Johnson to approve the Agenda as presented, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF MINUTES OF LAST MEETINGS (MARCH 12, 2010 REGULAR MONTHLY MEETING):** *Motion by Renner to approve the Minutes as printed of the Adams County Public Works Committee Meeting for MARCH 12, 2010 Regular Monthly Meeting, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** Public Participation was requested for the following Agenda items:

- Review & Act on Quad-Axle Truck Equipment Bids

**REVIEW & ACT ON QUAD-AXLE TRUCK EQUIPMENT BIDS:** The following bids were received for the Quad-Axle Truck Equipment:

UNIVERSAL TRUCK EQUIPMENT INC.	\$ 99,987.00
MONROE TRUCK EQUIPMENT	\$102,099.00

*Motion by Renner to accept the bid from Universal Truck Equipment Inc. for the amount of \$99,987.00 as being in the best interest of Adams County, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**COUNTY ROAD "N" LIVING SNOW FENCE ~ OFFERING PRICES:** *Motion by Keckeisen to approve the Offering Prices and Relocation Order as prepared by Timber-Selissen Land Specialists for the County Road "N" Living Snow Fence, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**COUNTY ROAD "Z" & DYKE DRIVE ~ BRUSHING CONCERNS AT INTERSECTION:** *Motion by Keckeisen to clear vision obstructions at the intersection of County Road "Z" & Dyke Drive, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING  
April 15, 2010 ~ 9:00 A.M.

P100

COUNTY ROAD "Z" (18<sup>TH</sup> LANE TO WOOD COUNTY LINE) OFFERING PRICES AND JURISDICTIONAL OFFERS: NONE

COUNTY ROAD "Z" (STH 82 TO CTH "F") OFFERING PRICES AND JURISDICTIONAL OFFERS: *Motion by Keckeisen to approve offering prices as prepared by Timber-Selissen Land Specialists for parcels: 1, 31, 35, 37, 38 and 39 for the County Road "Z"(State Road 82 to County Road "F") Project, second by Morgan. ROLL CALL VOTE: JOHNSON – YES, MORGAN – YES, KECKEISEN – YES, BABCOCK – YES AND RENNER - ABSTAINED. MOTION CARRIED. Motion by Johnson to approve an Audit Agreement as prepared by Timber-Selissen Land Specialists for Adams-Columbia Electric Co-op, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

EVENTS ON COUNTY ROADS: *Motion by Keckeisen to explore and create a policy to cover costs for traffic control and limit liability for events on county roads, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

THE PUBLIC WORKS COMMITTEE WILL CONSIDER CONVENING IN CLOSED SESSION PER WISCONSIN STATUTES 19.85(1)(e) TO DELIBERATE OR NEGOTIATE THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION: TO CONSIDER ADAMS COUNTY'S POSITION ON ISSUES CURRENTLY BEING NEGOTIATED BETWEEN THE TRANSPORTATION BUILDERS ASSOCIATION AND THE WISCONSIN COUNTIES HIGHWAY ASSOCIATION: *Motion by Johnson to approve going into Closed Session per Wisconsin Statutes 19.85(1)(e) to consider Adams County's position on issues currently being negotiated between the Transportation Builders Association and the Wisconsin Counties Highway Association, second by Renner. ROLL CALL VOTE: MORGAN – YES, RENNER- YES, BABCOCK – YES, JOHNSON – YES AND KECKEISEN – YES. MOTION CARRIED.*

THE PUBLIC WORKS COMMITTEE WILL CONSIDER RECONVENING IN OPEN SESSION, PURSUANT TO WISCONSIN STATUTES 19.85(2) TO VOTE ON APPROPRIATE MATTERS: *Motion by Johnson to reconvene back into Open Session per Wisconsin Statutes 19.85(2), second by Babcock. ROLL CALL VOTE: BABCOCK – YES, RENNER – YES, MORGAN – YES, JOHNSON – YES AND KECKEISEN – YES. MOTION CARRIED.*

RIGHT-OF-WAY MARKING POSTS: *Motion by Keckeisen to maintain current practice of Right-of-Way marking post installation, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

COOPERATIVE AGREEMENT WITH WAUPACA COUNTY HIGHWAY DEPARTMENT: *Motion by Renner to approve and sign a Cooperative Agreement with Waupaca County Highway Department, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

RESOLUTION TO ACQUIRE OWNERSHIP OF WISCONSIN RIVER BRIDGE WAYSIDE: *Motion by Keckeisen to approve and forward a Resolution to County Board to Acquire Ownership of Wisconsin River Bridge Wayside, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*



**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING**  
**April 15, 2010 ~ 9:00 A.M.**

P101

**RESOLUTION REQUESTING STATE LAW CHANGES ALLOWING COUNTIES THE USE OF THE DESIGN-BUILD CONSTRUCTION METHOD:**  
RESOLUTION WAS NOT AVAILABLE / WILL BE PRESENTED AT THE MAY PUBLIC WORKS MEETING.

**GPS UNITS FOR TRUCKS:** Briefly discussed an upcoming requirement for GPS units in Patrol Trucks that perform state maintenance. Information only.

**SEAL COAT PROJECT SELECTIONS:** *Motion by Renner to seal coat County Road "G" (STH 23 to STH 82) and County Road "G" (County Road "A" to STH 21), second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED*

**TOWN WORK AGREEMENTS:** Discussed and reviewed letters that will be sent to towns regarding work agreements.

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- Brushing on County Road "Z" about complete
- Scenic Byways
- New Quad Truck in chassis
- New Plow Truck here and ready to go
- County Road "Z" (STH 21 to 18<sup>th</sup>) Construction has started

**FINANCIAL REPORT:** *Motion by Johnson to approve the March 2010 Financial Report as audited, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**VOUCHERS:** The Highway Department check summary report was presented to the Committee for review. Committee members reviewed the April 7, 2010, Check Summary Report that is provided to the Public Works Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Renner to approve the check summary report / vouchers as presented, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** NONE

**ADJOURN AND NEXT MEETING DATE:** *Motion by Morgan, second by Renner, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, May 13, 2010 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:05 P.M.

Respectfully submitted,

Ronald Chamberlain, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

**ADAMS COUNTY PUBLIC WORKS COMMITTEE  
NORTH CENTRAL REGION SPRING LEGISLATIVE MEETING  
FRIDAY, APRIL 16, 2010, AT 8:30 A.M.  
COUNTRY CLUB, STEVENS POINT, WI**

P102

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Dean Morgan, Vice-Chairperson  
David Renner, Secretary

**OTHERS PRESENT:** Ronald Chamberlain ~ Highway Commissioner

**MEMBER ABSENT:** Florence Johnson and Michael Keckeisen ~ Excused

**CALL MEETING TO ORDER:** The Meeting of the Adams County Public Works Committee was called to order by Chairperson – Larry Babcock at 8:30 A.M., on Friday, April 16, 2010.

**WAS THE MEETING PROPERLY ANNOUNCED?** YES

**ROLL CALL:** BABCOCK, RENNER AND MORGAN. **MEMBERS ABSENT:** JOHNSON AND KECKEISEN ~ EXCUSED.

**APPROVAL OF AGENDA:** *Motion by Renner to approve the Agenda as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ATTEND D.O.T. NORTHCENTRAL REGION LEGISLATIVE MEETING:** The Public Works Committee and the Highway Commissioner attend the North Central Region Spring Legislative Meeting at the Country Club in Stevens Point, WI.

**ADJOURN AND NEXT MEETING DATE:** *Motion by Renner, second by Babcock, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, May 13, 2010 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 11:15 P.M.

Respectfully submitted,

Ronald Chamberlain, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

**ADAMS COUNTY PUBLIC WORKS COMMITTEE  
APRIL 20, 2010, 9:00 AM  
ROOM A231, COURTHOUSE, FRIENDSHIP, WI 53934**

**MEMBERS PRESENT:** Larry Babcock, Chair  
David Renner, Secretary  
Florence Johnson  
Mike Keckeisen

**MEMBERS ABSENT/EXCUSED:** Dean Morgan, Vice-Chair

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director

**CALL MEETING TO ORDER:** The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock at 9:02 A.M.

**WAS THE MEETING PROPERLY ANNOUNCED?** YES

**ROLL CALL & APPROVAL OF AGENDA:** BABCOCK, JOHNSON, RENNER, KECKEISEN.  
**ABSENT/EXCUSED:** MORGAN. *Motion by Johnson, second by Renner, to approve the Agenda as presented. All in favor. Motion carried.*

**APPROVAL OF STRONGS PRAIRIE RESOLUTION REGARDING OUT-OF-COUNTY WASTE:** TY WASTE: The Resolution and Agreement have been reviewed by Corporation Counsel and the SW Director and minor changes were made, none of which were in the content of the Agreement. The Agreement will be forwarded to the Town's Attorney for review and then to the Town for their approval at their monthly meeting in May. Then it will be placed on the County Board Agenda for the May 18<sup>th</sup> meeting. *Motion by Johnson, second by Renner, to approve the Agreement as reviewed and approved by Corporation Counsel, and forward to the Town of Strongs Prairie. All in favor. Motion carried.*

**REVIEW AND APPROVE SCALE CLERK/SECRETARY JOB DESCRIPTION:** Ms. Diemert presented an updated job description for the Scale Clerk/Secretary position. She stated that any time there is a vacancy, or every three years, the job descriptions should be updated. The Executive Committee and the Union have approved the minor updates that were made. *Motion by Renner, second by Keckeisen, to approved the updated job description. All in favor. Motion carried.*

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, May 12, 2010 at the Courthouse at 1:30 PM. *Motion by Keckeisen, second by Renner, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 9:16 A.M.

Respectfully submitted,  
Myrna Diemert, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

**Resources and Recreation Committee Meeting  
 Courthouse Conference Room A260  
 March 9, 2010 9:00 a.m.**

**Call to Order:** Meeting was called to order at 9:10 a.m. by Chairperson Dehmlow.

**The meeting was properly announced.**

**Roll Call:** Committee Chairperson -. Fran Dehmlow, Committee Members: Dave Renner, Joe Stuchlak, Gary Hartley, and Glenn Licitar. Others present: Fred Nickel – Parks Director, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Tadd Wormet – A-F Motors, Bob Morris -Town of Monroe Supervisor, Dwaine Hays, Jim Murphy, Becky Murphy, Barbara VonHaden, and Betty Licitar – Citizens.

**Approve Agenda:** Motion by Renner/Stuchlak to amend the agenda to include Castle Rock Park Rip Rap Report. Motion carried. Committee Chairperson did not vote.

**Previous Minutes:** Motion by Stuchlak/Hartley to approve the February 10, 2010, minutes as printed. Motion carried. Committee Chairperson did not vote.

**Castle Rock Park Rip Rap Report:** Dehmlow reported on the Castle Rock and Petenwell Parks rip rap projects that had previously been awarded. Petenwell Park project is completed. Castle Rock Park project was to begin this winter; however, the cost share monies are no longer available through Land and Water Conservation Department for this year, but possibly may be available for 2011. Discussion followed. Administrative Coordinator reported this had been discussed at the Planning and Development Committee meeting and a motion had been made for her to draft a resolution to amend the Castle Rock Park 2010 budget so the rip rap project could be done in 2010. With the prevailing wage rate increases it is more cost effective to do the project in 2010. Administrative Coordinator distributed copies of the proposed resolution to Committee and reported Corporation Counsel is also reviewing the resolution. The Committee's consensus was for the Administrative Coordinator to take the proposed resolution to County Board for approval.

**Agenda Items:**

Motion by Stuchlak/Licitar to deviate from posted agenda to agenda item number 7. Motion carried. Committee Chairperson did not vote.

**Discussion on Bighorn Drive with Possible AdHoc Committee Appointment:** After much discussion it was determined that once the current roadwork on County Road Z is completed the Highway Department will loan Monroe Township a traffic counter to monitor traffic on BigHorn Drive and the Township will have road core testing done. Once this is completed the Township will report back to the Committee.

Motion by Stuchlak/Renner to deviate from posted agenda to number 4. Motion carried. Chairperson did not vote.

**A-F Motors Recommended Maintenance Schedule on Recently Purchased Trucks:** Mr. Wormet distributed copies of GM recommended maintenance on the two new trucks and reviewed with Committee. Motion by Stuchlak/Hartley to follow A-F Motors maintenance schedule as presented. Motion carried. Chairperson did not vote.

**Recreation Report by Committee Members:** None

**Correspondences /Special User Requests:** Motion by Stuchlak/Licitar to approve the Castle Rock Bassmasters request to hold the Rick Klein Memorial Fishing Tournament June 27, 2010, at Castle Rock County Park. Motion to include use of the Castle Rock Park shelter building June 26, 2010, per Adams County Park Ordinance # 6-2008, Section 1.6. Motion carried. Chairperson did not vote.

**Public Participation on Agenda Items:** Was done on previous items.

**Machinery Maintenance Logs and Replacement Needs:** Castle Rock and Petenwell Parks logs were distributed to Committee to review and discuss at next months meeting.

**Review and Approve Drafting of Resolution for Communications Towers:** Director reported Emergency Mgt. is still waiting for proposal requests from other Departments.

**RC&D Boat Wash Down Stations and Signage:** Stuchlak distributed information received from RC&D and Rita distributed information received from WI DNR for Committee's review and discussion at next months Committee meeting.

**Trails Management Report and State Aid Requests:** Coordinator reported he is working on 2010-2011 State Aid requests for ATV and snowmobile trails. Discussion on Town roads and who is responsible for signage.

**2010 Seasonal Staffing:** Director will be meeting with the new Personnel Director to review the Parks Department hiring policy for seasonal and LTE positions. Vacant positions will be advertised at the end of March.

**Revenue Report:** Reviewed by Committee.

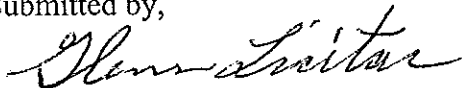
**Expense Check Summary Report:** Distributed to Committee.

**Future Agenda Items:** Machinery maintenance logs including replacement needs; RC&D boat wash stations and signage.

**Set Next Meeting Date:** April 6, 2010, 9:00 a.m., Courthouse Conference Room A231.

**Adjourn:** Motion by Stuchlak/Licitar to adjourn at 11:15 a.m. Motion carried. Committee Chairperson did not vote.

Submitted by,



Glenn Licitar  
Committee Secretary

**Resources and Recreation Committee Meeting  
 Courthouse Conference Room A260  
 April 6, 2010 9:00 a.m.**

**Call to Order:** Meeting was called to order at 9:04 a.m. by Chairperson Dehmlow.

**The meeting was properly announced.**

**Roll Call:** Committee Chairperson - Fran Dehmlow, Committee Members: Dave Renner, Joe Stuchlak, Gary Hartley, Glenn Licitar, excused. Others present: Fred Nickel – Parks Director, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Heidi Roekle – Director Chamber of Commerce, Karl Klingforth – County Board Supervisor, and Rick Georgeson – PACRS Representative.

**Approve Agenda:** Motion by Hartley/Stuchlak to amend the agenda as presented. Motion carried. Committee Chairperson did not vote.

**Previous Minutes:** Motion by Renner/Stuchlak to approve the March 9, 2010, minutes as printed. Motion carried. Committee Chairperson did not vote.

**Agenda Items:**

**Recreation Report by Committee Members:** None

**Correspondences /Special User Requests:** Director read a letter from Tri-Lakes Mgt. requesting boat wash down stations be installed at boat landings and suggested applying for a DNR grant to help fund the project. After discussing with Committee, the Director will include monies for the project in the proposed 2010 budget.

Director read a letter from Barnum Bay Yacht Club requesting use of Petenwell Park to sponsor a Harbor Fest type of event. After much discussion it was determined that with the time involved in planning and the County Road Z road construction, such an event it would not be feasible to hold in 2010; however, the Club is to pursue the event for 2011 and will meet with the Department in August 2010 to further review. It is the intent of the Club to donate any revenues from the event to the PACRS group for improving the water quality on Lake Petenwell. Ms. Roekle, Mr. Klingforth, and Mr. Georgeson left the meeting at this time.

**Public Participation on Agenda Items:** Was done on previous item.

**Lake Arrowhead County Park Site Review/Report for 2010 Water Ski Performances:** Adams County Land and Water Department has determined the ski team performances may cause erosion problems; therefore, the ski team must be moved. Director is waiting to get a written proposal from the ski team.

**Machinery Maintenance Logs Reviewed:** Castle Rock and Petenwell Parks logs were distributed to Committee last month to review and Committee had no questions.

**Swim Program Vehicle Replacement Utilizing Park Vehicle Sales:** Committee discussed the possibility of replacing the current 1996 extended cab truck that has been utilized for the swim program in the past. Director to contact other County offices to determine if anyone has a van that could be used/leased for the program before utilizing the vehicle sales monies to purchase another vehicle.

**Dock Repairs at Castle Rock Park:** Dock damages will be reimbursed by the County insurance company minus the \$500.00 deductible. In the future, the department will have to have the dock posts removed so docks are able to float for winter. Motion by Hartley/Renner to approve the Department get the docks repaired. Motion carried. Chairperson did not vote.

**Additional Water and Electric Hookups for Campers at Castle Rock Park:** Director distributed park brochures to Committee showing locations for newly proposed water and electric hookups for campers. Motion by Stuchlak/Hartley to approve the proposed additional water and electric hookups for Castle Rock Park. Motion carried. Chairperson did not vote.

**RC&D Boat Wash Down Stations and Signage:** Motion by Renner/Stuchlak to approve the Department order and install signs to discourage power loading at the boat launches. Motion carried. Chairperson did not vote. Signs to be installed by Memorial weekend.

**Trails Management Report and State Aid Requests:** State aid requests must be completed by next Wednesday. Coordinator reported he will be applying for one additional snowmobile trail. Administrative Coordinator will review requests before they are mailed.

Coordinator reported the Governor signed a bill allowing UTV's be allowed on State funded ATV trails if the individual Counties allow them. After meeting with the ATV Club, Coordinator will bring proposed Resolution for approval to the May meeting.

**2010 Seasonal Staffing:** Vacant positions are advertised. Interviews will be scheduled once Chairperson notifies Director of procedure to follow. Motion by Renner/Stuchlak to approve filling the advertised park positions. Motion carried. Chairperson did not vote.

**Revenue Report:** Reviewed by Committee.

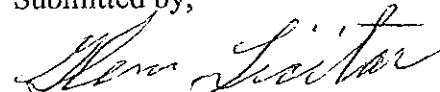
**Expense Check Summary Report:** Not available yet.

**Future Agenda Items:** Castle Rock Park road repairs.

**Set Next Meeting Date:** May 4, 2010, 9:00 a.m., Courthouse Conference Room A231.

**Adjourn:** Motion by Renner/Hartley to adjourn at 11:20 a.m. Motion carried. Committee Chairperson did not vote.

Submitted by,




Glenn Licitar

Committee Secretary

**Resource & Recreation Committee**  
**Minutes of Meeting**  
**April 9, 2010 @ 9:00 AM**  
**Adams County Community Center**  
**569 N. Cedar Street, Room 103**  
**Adams, WI 53910**

1. **Call to Order:** Meeting was called to order at 9:15 AM in Room 103, Adams County Community Center by Chair Dehmlow.
2. **Roll Call:** Board Members: Dehmlow, Hartley, Renner, Licitar, and Stuchlak. Agents Present: Felts-Podoll, Swensen and Genrich.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Hartley and Second by Renner to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Stuchlak Second by Licitar to accept minutes of the Resource & Recreation Committee of March 5, 2010 as presented. Motion carried.
6. **Public Participation:** None
7. **Resource/Extension Communication:** Annual WACEC Conference, June 22 and 23 in Milwaukee
8. **Items for Action or Discussion:**
  - a) **Review Financial Statements and Check Summaries:** Motion by Renner and Second by Hartley to place on file the Financial Statements. Motion carried. Check Summaries and Financial Statements were reviewed for February and March.
  - b) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen and Edie Felts-Podoll and Approve Out-of-County Calendars for Donald Genrich, Edie Felts-Podoll and Jennifer Swensen:** Motion by Licitar Second by Stuchlak to place Monthly Reports on file and approve monthly calendars for agents. Motion carried.
  - c) **Inter-Department Agreement Between UW-Extension and Land & Water Conservation:** Don will meet with Ag producers who have been in his Nutrient Management classes. He will make a farm assessment and do an evaluation. It is planned to meet with twenty producers between April 30<sup>th</sup> and December 30<sup>th</sup> 2010. This agreement will be discussed at upcoming Land & Water Conservation meeting. Motion by Stuchlak Second by Licitar to enter into an Inter-Departmental Agreement. Motion carried.
9. **Set Next Meeting Date:** Next meeting date will be set at the April 30, 2010 Board Meeting by the new committee.
10. **Agenda Items for Next Meeting:** None Identified.
11. **Adjourn:** Motion by Renner and Second by Stuchlak to adjourn. Motion carried. Meeting adjourned at 10:45 a.m. [A "thank-you" reception was held for Gary Hartley and Fran Dehmlow for their dedicated service to Adams County and the Extension program, as they leave the County Board.]

  
 Minutes taken by Edie Felts-Podoll  
 Family Living Educator  
 UW-Extension, Adams County

\_\_\_\_\_  
 Glenn Licitar, Committee Secretary

These minutes have not been approved by the Resource & Recreation Committee.



**Resources and Recreation Committee Meeting**  
**May 4, 2010**  
**9:00 a.m.**  
**Courthouse Conference Room A231**

- Call to Order:
- Was the meeting properly announced?
- Roll call:
- Approve the agenda:
- Approve previous meeting(s) minutes:
- Committee to discuss and/or take action on the following recreation agenda items:
  1. Recreation report by committee members
  2. Correspondences / Special user facilities request(s)
  3. Public participation on agenda items
  4. Lake Arrowhead County Park site review/report for 2010 water ski performances
  5. Swim program vehicle replacement
  6. Petenwell Park land purchase
  7. Dock repairs at Castle Rock Park
  8. Trails management report, State Aid requests, UTV resolution
  9. Tourism report
  10. 2010 seasonal staffing to include LTE and seasonal employees wage adjustments
  11. Revenue report
  12. Expense check summary report
  13. Future agenda items
  14. Set next meeting date
  15. Adjourn

*Any person wishing to attend whom, because of a disability, requires special accommodation should contact the Parks Department at 608-339-4230, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made.*

*This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members or a majority of any given County Board Committee may be present, only the above Committee will take official action based on the above agenda.*

---

Chairperson

AGENDA

South Central Library System Board of Trustees

Monday, May 10, 2010 12:15 p.m.

SCLS Headquarters4610 S. Biltmore Lane, Madison WI 53718

1. Call to Order
    - a. Introduction of guests/visitors/new board members
    - b. Changes/Additions to the Agenda
    - c. Requests to address the Board
  2. Approval of April 12, 2010 Minutes
  3. Presentation and Approval of Bills for Payment/Financial Statements: **Norman Holman**
  4. President's Report - Action on appointment of Interim Director
  5. Audit Report: David O'Dahl, Wegner & Associates
  6. Committee Reports
    - a. Advocacy
    - b. Recruitment
  7. SCLS Foundation Report
  8. Circulation, Interlibrary Loan, and Online Reference Database Statistics  
(Online Database Statistics: <http://www.scls.info/statistics/2010databases.html>)
  9. System Director's Report - Phyllis Davis/Stef Morrill
  10. Administrative Council (AC) Report – Met May 6, 2010
  11. Multitype Advisory Library Committee (MALC) Report – Met April 6, 2010
- Agenda and Minutes for AC, and MALC can be found on the web at:  
<http://www.scls.info/committees/index.html>
12. Other Business
  13. Information sharing
  14. Adjournment

Enclosures:

Circ. &amp; ILL Statistics – March

System Director's Report – April

**Statutory Board Members:**

(Month in parenthesis indicates board member is primary bill examiner)

Judy Ashford	(Sauk) (Oct. 10)
Richard Barden	(Portage)
Carol Chapman	(Dane) (Nov. 10)
Francis Cherney	(Wood)
Maya Cole	(Dane) (Jan. 10)
Philip Cox	(Dane)
Linda Davis-Brown	(Dane) (Feb. 10)
Jennifer Harrington	(Dane) (Mar. 10)
Jaime Healy-Plotkin	(Dane) (Apr. 10)
Norman Holman	(Dane) (May 10)
Trish Iaccarino	(Dane) (June 10)
Bob Keen	(Green)
Sue Martin	(Columbia) (July 10)
Theresa McIlroy	(Dane) (Dec. 10)
Jerry Morre	(Portage)
Hugh O'Donnell	(Wood)
Gary Poulson	(Dane) (Aug. 10)
Janet Pugh	(Dane)
Patricia Townsend	(Adams) (Sep. 10)

**Alternate Board Members**

Mike Furgal	(Green)
Mary Nelson	(Adams)
Patricia Westby	(Columbia)

**Ex-Officio Members:**

Barb Dimick, Director MPL

If you are unable to attend this meeting, please notify the system office at (608) 246-7970.  
 The person listed as examiner for the bills for payment should arrive by 11:30 a.m. H. Moe  
 e-mail: [hmoe@scls.lib.wi.us](mailto:hmoe@scls.lib.wi.us)

**MINUTES**  
**SCLS BOARD OF TRUSTEES**  
**April 12, 2010 12:15 p.m.**  
**SCLS Headquarters**

**Present:** J. Ashford, R. Barden, C. Chapman, P. Cox, L. Davis-Brown, M. Furgal, J. Harrington, J. Healy-Plotkin, N. Holman, T. Iaccarino, B. Keen, S. Martin, T. McIlroy, G. Poulson, J. Pugh, P. Townsend

**Also Present:** H. Moe, P. Davis, S. Morrill, Tracy Herold

**Absent:** M. Cole, E. DeSmidt, J. Morre, H. O'Donnell

**Excused:** F. Cherney, M. Nelson, P. Westby

**Call to Order:** J. Pugh, President, called the meeting to order at 12:16 p.m.

- a. Introduction of guests/visitors and new board members: none
- b. Changes/additions to the agenda: none
- c. Requests to address the board: none

**Minutes:** L. Davis-Brown moved approval of the March 8, 2010 minutes. T. Iaccarino seconded. Motion carried.

**Bills for Payment/Financial Statements:** J. Healy-Plotkin reviewed the bills for payment in the amount of \$311,687.83 and moved approval. The motion was seconded and carried.

**President's Report:** J. Pugh noted the handout "How Libraries Stack Up" and its usefulness in advocating for libraries.

**Advocacy Committee:** T. McIlroy noted the Sun Prairie Public Library Trustees received advocacy training in March. Tracy Herold, Director of the Sun Prairie Public Library, felt the training was helpful and would like to do the same for her Friends Group.

**Recruitment Committee:** S. Martin noted the applications received are being reviewed to determine who to interview. The recruitment committee will meet April 14<sup>th</sup> at the Sun Prairie Library to discuss and decide upon the interview format as well as the presentation and essay questions. Interviews will take place in May and when a decision has been made, the recruitment committee will present the candidate information to the Board in June for final approval before making an offer.

**SCLS Foundation Report:** L. Davis-Brown noted the Foundation Board will meet following the board meeting. A report from the fundraising planning committee will be discussed. Because Phyllis Davis and Barbara Brewer are retiring, their positions will need to be filled on the Foundation Board. If anyone is interested, please let Linda know.

**Circulation and ILL Statistics:** No report.

### **System Director's Report:**

Phyllis congratulated Sue Martin and Judy Ashford on their re-election to their county board. Dan Jacobson and his wife Brooke had a baby boy whom they have named Matthew. SCLS recently purchased an Ipad for staff and libraries to try (and it was passed round the table.) We received an email from an Albany patron who sent his appreciation for our services. Phyllis read the email to the board.

The LaValle Public Library will hold an open house for their new library April 17. The Fitchburg ground breaking ceremony will take place April 12<sup>th</sup>. Stef Morrill, Deb Haeffner, and Mark Ibach will be attending.

The Division for Libraries, Technology, and Community Learning (DLTCL) gave an opinion that library materials on open hold shelves should not be labeled with the patron's name due to the library records and privacy laws. They also said they were "uncomfortable" with libraries sharing patron information with collection agencies. We want to encourage our libraries not to stop or cut services because of these opinions. Phyllis will be attending the WLA Library Development and Legislative committee on April 16<sup>th</sup> to discuss whether language changes are needed.

We will be revising our resource library contracts with Madison Public Library.

The cost formula recommendation will go to the Administrative Council on Thursday. The costs for ILS and technology will remain at the 2010 levels. Part of the reason that costs can be held at 2010 levels is because of the addition of Fitchburg. A draft addendum for the ILS contract has been created to reflect this change. A complete review of the cost formulas will take place after we go live on Koha and (hopefully) have some network changes in place. A new costing work group will be appointed in early 2011 to discuss a new formula for dividing costs.

A decision should come sometime in May regarding the Madison Public Library remodeling project. SCLS technology staff will be working closely with Madison Public Library with moving and reinstalling workstations and telecommunication and the ILS staff will help with changing collection codes and locations as well as making some materials unavailable/available for holds. Delivery will be working on changing routes depending on where the library materials are relocated.

Phyllis and Stef have met with Bruce Smith regarding the 2011 delivery budget. There are some unknowns, but predictions are that we should be ok on gas prices and other basics because we have introduced some efficiencies.

Delta Properties, our delivery landlords, sent some builders to look at the storage building on our site, but we have not yet heard back from them. If we don't have a solution before winter, alternatives will need to be considered for Jesse Stewart, the fleet manager, inside our current garage.

Several member libraries have old computers on our network that we cannot support any longer. SCLS has an obsolete equipment policy but it has not always been enforced. An amendment to that policy is in the works. Several libraries will be receiving new computers through the Gates grant.

Due to some questions about control over the library's money, the Brodhead Public Library is out of compliance, but the issue should be resolved soon. If not, a compliance plan will be brought before the board next month. The North Freedom Library may also have a compliance issue. The director needs to complete required courses before a specific time period, which is quickly approaching. SCLS is assisting in every way possible.

S. Morrill mentioned the handout "99 Things SCLS Can Do for You", which was distributed to the board. The document was prepared for staff visits to libraries for 2010.

The Libraries for Real Life website is having contest for National Library Week to encourage people to submit stories. If anyone has a story to share, please do so!

ILS staff had their first round of Koha training. They have finished mapping all of the codes and doing the first batch of data checking, which was a huge project. Libraries will soon have access to the test sites of the catalog and the staff programs, but these will not include all of the development that we are doing. If you're interested in keeping up, here is the link to the blog where the ILS staff is posting weekly updates about the progress: <http://scls.typepad.com/link2koha/>

The audit is finished. Dave Odahl will be reporting on the audit at the May meeting. Last year we were excited by how few audit adjustments we had. This year, there were even fewer. There were absolutely no big surprises, and only a handful of adjustments. Char Paglini did an amazing job!

The fiber grants funded by stimulus funds continue to progress. Some slots may be available for libraries that had not been part of the original grant. S. Morrill and P. Davis contacted libraries to encourage them to be part of the grant. A potential increase in installation cost and the upcoming changes in SCLS computer support are strong motivators for the libraries to participate.

A draft Technology Plan has been sent to the Technology Committee who will review it and then recommend it to the Administrative Council. This plan has to be submitted to DPI for e-rate proposes. Among other changes in the plan is a large change in direction for computer support. SCLS has been providing support to any library who wanted support, regardless of what ISP they were using. Over the years, the number of computers that we are supporting that are NOT connected to our network has grown to over 400. Dan Jacobson is supporting all of these by himself, and the remote tools for providing support are primitive, compared to what we can do with computers on the SCLS network. This type of support is not sustainable, and our technology plan calls for a move to only supporting computers that are part of the SCLS network. The stimulus

grants will give us the bandwidth to support the extra computers and over time, this will provide the best support to the libraries. However, this means that libraries not part of BadgerNet will have to join or they will no longer get support.

Shawn Brommer has developed a great partnership with Wisconsin Public Television, which brought a celebrity to our office. WPT needed a space to do a production meeting this month, and we were able to accommodate them. Nancy Zieman, of "Sewing with Nancy" was part of the meeting, and many staff were excited to meet her.

Another partnership S. Brommer has been working on involves the Department of Agriculture, which was reported to the board in February. From that partnership, Shawn has learned about a program from the Department of Agriculture that provides volunteer technology trainers. SCLS member libraries may be able to use some of these trainers to provide training for our LSTA technology and job training grants.

RFID (Radio Frequency ID) is starting to take off in member libraries. Sun Prairie is already using it. At least 2-3 other libraries will be converting to it this year. SCLS is helping them by providing conversion carts for encoding the RFID tags to put on books and by having discussion and education forums on the topic. Libraries are also starting to consider automated materials handling, where materials can be machine sorted after return. At least one library will be implementing this technology after the Koha migration.

**Administrative Council (AC) Report:** The minutes may be viewed here:  
<http://www.scls.info/committees/ac/minutes/2010-02-18.pdf>

**Multitype Advisory Committee (MALC) Report:** The Multitype Summit will take place May 18<sup>th</sup> at Olbrich Gardens.

**Other Business:** S. Martin noted Shannon Stiller, Director at the Portage Public Library, thought of a fun idea for National Library week. Patrons with fines can pay with food donations for a local pantry. Sue also discussed the "Yell and Tell" program which trains children what to do in scary situations like fire, poison, guns, water, etc.

**Information sharing:** None

Meeting adjourned at 1:25 p.m.  
 Heidi Moe, Recorder

## System Director's Report

April 2010

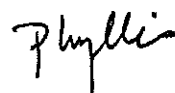
Since this will be my last report to the Board as SCLS System Director, I feel that I should say something particularly sage or important, but I am drawing a blank. This may be because I have a feeling of unreality about the whole thing right now, or, more likely, if I ever had anything sage or important to say, I have surely said it by now.

For inspiration, I went back to read the March 2006 director's report, my first as the "official" SCLS System Director. That report began with thanks for all who sent good wishes, congratulations and expressions of confidence and support upon my appointment. I can't think of a better way to begin this report. I want to express my sincere appreciation to all who have served on the SCLS Board, the SCLS staff and all the other wonderful people who make up the SCLS and Wisconsin library communities for helping me along. You've been great!

We hosted a visit last week from our new Koha project manager, Patrick Jones from PTFS. Our ILS staff is working closely with him to track exactly where each piece of our development stands. One complicating factor, of which we were all aware, is that more than one version of the Koha software exists. Since the acquisition of LibLime, PTFS has been analyzing our needs and the existing software to determine which version will require the least software development to meet our needs. Patrick is scheduled to be back here for another visit on May 13, when he will also get to meet some of the staff from our member libraries.

Our Technology team is deep in planning for the rollout of Office 2007 software and working with member libraries to update their equipment so it's compatible. We have also been working with the Division for Libraries, Technology and Community Learning to try to add more of our libraries to the BadgerNet fiber grant, and to gather the additional information they need as the project moves toward installation. The Delivery budget for 2011 is out for review by our advisory committees. Planning is moving along for both our May 18<sup>th</sup> "Multi-type Summit" and for the May 27<sup>th</sup> "All-Directors" meeting of the Administrative Council.

Many SCLS staff members are leaving today to take part in the Wisconsin Association of Public Libraries conference in Sheboygan. I will join them tomorrow and we will have plenty more to share when we see you on the 10<sup>th</sup>.





## Circulation and ILL Statistics

P 1

March 2010										
P	*2009	2009	**2009	2009 Annual	Same Mo.	Current	Mo. ILL	Mo. ILL	YTD	
	Population	Circulation	Collection	Expenditures	Circ. 2009	Mo. Circ.	Borrowed	Loaned	Circ. 2010	
ADAMS										
Adams Cty	18846	106969	36644	347240	9930	11216	4101	4414	31470	
Rome	3238	33503	18373	144007	2440	2224	67	0	6819	
TOTAL	22084	140472	55017	491247	12370	13440	4168	4414	38289	
COLUMBIA										
Cambria	783	25734	8949	101508	1806	2348	1073	1086	6076	
Columbus	4932	120637	48736	352995	10231	10796	2825	4977	29021	
Lodi	3013	99967	31277	241754	8498	9103	4184	3106	25224	
Pardeeville	2096	43402	19696	144979	3976	4405	1933	1841	11757	
Portage	10140	224804	73976	535035	20252	19263	6444	6233	52868	
Poynette	2542	69927	21707	144382	6063	6994	2948	2364	17557	
Rio	997	31836	27183	138751	2602				5530	
Wis. Dells	5241	102074	44139	479191	9045	10539	4482	3349	28913	
Wyncena	736	15188	9872	61369	1325	1469	760	778	4040	
Other Cty	28338									
TOTAL	58818	733569	285535	2199964	63798	64917	24649	23734	160986	
DANE										
Belleville	2212	79268	34445	283441	6283	7551	2468	5076	20368	
Black Earth	1351	40842	22825	128572	3481	3708	1480	2632	10343	
Cambridge	1280	64992	27472	181018	5835	5879	2503	2659	16185	
Cross Plains	3497	99701	46343	352363	7682	8878	2306	4636	24134	
Deerfield	2232	59537	24052	180946	4956	5523	2970	2900	16374	
DeForest	8500	405680	81695	698180	35851	37983	7925	10984	104696	
Marshall	3707	59712	33036	210460	4828	5490	1979	4602	14682	
Mazomanie	1629	39260	21031	111387	3645	3098	1766	2207	9333	
McFarland	7368	227566	67290	530006	19852	20145	5857	10835	57076	
Middleton	17020	794573	117202	1670176	68054	70857	21651	21071	198801	
Monona	8228	290364	69156	683808	25714	26541	8232	7165	75070	
Mt. Horeb	6744	225903	56551	635344	19391	21322	8020	8227	59477	
Oregon	8807	323320	65170	659844	28706	28674	10432	7366	78653	
Stoughton	12840	284043	69624	777944	24486	25741	9736	7366	72694	
Sun Prairie	26100	601840	107458	1639964	51239	54572	13501	14507	150681	
Verona	10270	577206	85446	997542	48863	51467	15122	10881	146339	
Waunakee	11170	283102	74403	712962	23237	25077	7947	10254	68977	
Madison	227700	4846206	924252	13761520	433287	431794	83707	52136	1208165	
DCLS	113373	172011	48023	4331205	14631	15967	3330	6539	34503	
TOTAL	474028	9469126	1975474	28546682	830021	850267	210932	192392	236655	
SUB TOTAL	554930	10343167	2316026	31237893	1653759	928624	239749	220540	2585828	

Albany	2175	47663	20191	85194	4096	4459	286	2	12047
Broadhead	3226	77402	44711	235355	6135	7418	1899	4525	21528
Brookside	15290	239454	94620	863454	22198	21470	5854	9523	60299
Monticello	1168	74115	37925	130503					
New Glasgow	2115	85582	30368	240021	7334	8401	3396	5381	22456
Other City	12373								
TOTAL	36347	524216	227815	1554527	39763	41748	11435	19431	116330
PORTAGE									
Amherst	1058	15850	19347	34054		1655	69	0	4070
Portage City	69727	505822	189034	1892054	42807	41164	765	113	128432
TOTAL	70785	521672	208381	1926108	42807	42819	834	113	132502
SAUK									
Baraboo	11830	268879	73640	801397	23649	25078	9115	7326	70285
LaVale	325	0	0	10047	0	405	140	285	644
N. Freedom	631	20815	8235	39127	2003	1984	771	1136	5356
Plain	808	34388	16476	116976	2954	3498	1692	1917	9755
Prairie du Sac	3744	145945	51583	324768	13320	13051	4523	5408	37227
Reedsburg	9153	283365	83826	624345	25412	25750	6167	11989	71516
Rock Springs	369	4086	8350	35330	1	1788	577	723	4151
Sauk City	3310	140298	46435	357415	12110	11471	3492	4069	32205
Spring Green	1518	101248	33081	243953	8962	8953	3082	3899	25146
Other City	26786								
TOTAL	58474	1005024	321626	2553358	88311	91978	29559	36752	256285
WOOD									
Arpin	839	11363	14242	32273	1032				1524
Marshfield	23286	453482	143308	1420109		40858	223	105	77995
Nekoosa	2629	41891	30443	180240	9838	2980	277	0	5614
Pittsville	926	32064	17983	64954	2560	2569	25	0	6904
Vesper	532	7934	13310	36689	670				
Wis. Rapids	18470	524744	109805	1525518	47664	48646	11312	10774	135749
Other City	33092								
TOTAL	79774	1071478	329091	3259783	60732	95053	11837	10879	227786
SUB TOTAL	245380	3122390	1086913	9293776	121464	271598	53665	67175	732903
GRAND TOTAL	800310	1346557	3402939	40531669	1775223	1200222	293414	287715	3318731

\*Based on DOA Official Population Estimates 1/01/09 and includes all those individuals who pay library taxes directly to the indicated community

\*\*Collection includes books, serials, audio, film, video, and other materials such as software, art prints, and toys.

**ADAMS COUNTY SURVEYOR'S OFFICE**  
GREGORY P. RHINEHART, COUNTY SURVEYOR  
(608)-339-4226 (608)-339-3808  
P.O. BOX 187 -- FRIENDSHIP, WI 53934

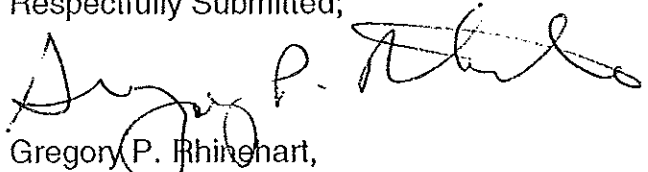
ADAMS COUNTY SURVEYOR'S REPORT # 438  
May 4, 2010  
Report for the month of April, 2010

Work has continued on the 2010 Monument Maintenance Program in the Town of Adams in April.

I spent a couple of hours assuring the section corner monuments in the CTH Z construction area would protected and the and tie sheets will be updated.

I am continuing with the duties of my office and responding to inquiries from the public and county personnel.

Respectfully Submitted;



Gregory P. Rhinehart,  
Adams County Surveyor

ADAMS COUNTY SURVEYOR'S OFFICE  
 GREGORY P. RHINEHART, COUNTY SURVEYOR  
 P.O. BOX 187, FRIENDSHIP, WI 53934  
 (608) 339-4226

SUMMARY OF ACCOUNTS 2010

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,900.00	\$ 500.00
JANUARY	300.00		100.00
Balance	\$3,300.00	\$21,900.00	\$ 400.00
FEBRUARY	300.00	8,250.00	
Balance	\$3,000.00	\$13,650.00	\$ 400.00
MARCH	300.00		
Balance	\$2,700.00	\$13,650.00	\$ 400.00
APRIL	300.00	2,843.25	
Balance	\$2,400.00	\$10,806.75	\$ 400.00
MAY			
Balance			
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
Grand Total \$			